

2006



Qualifying Handbook

School Board

Candidates



Miami-Dade Elections Department
Public Services Section
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<http://elections.miamidade.gov>

Candidates for Miami-Dade School Board

Table of Contents

2006 Qualifying Information for School Board	
Precincts within School Board Districts	1
Withdrawal information for Candidates	
Oath of Withdrawal	
2006 Election Cycle Calendar of Reporting Dates	2
Miami-Dade Candidate-Related Ordinances and Resolutions	3
Instructions on filing Campaign Reports thru the Internet	4
Chapter 106 Florida Statutes	5
Penalties for Violations of the Florida Election Code	
Political Campaign Signs – County and State Requirements and Penalties	6
Political Disclaimer Information	
Items for Sale	7
Absentee Ballot	
➤ Request Information	
➤ Forms	
➤ Return Information	
Poll Watcher:	8
➤ Instructions	
➤ Guidelines	
➤ Designation List for Polling Locations	
➤ Designation List for Early Voting Areas	
Forms to be Filed/Qualifying Checklist	9
2006 Candidate and Campaign Treasurer Handbook	10
Code of Miami-Dade County – Chapter 12 – Elections – Currently being Amended	11
Florida Commission of Ethics 2006 Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees	12
The Code of Ethics for Public Officers and Employees – Chapter 112	13

Section 1

School Board 2006 General Election Ballot

QUALIFICATIONS: (Florida Statutes 230.04)

Qualified elector of the district at the time of qualifying.

DISTRICTS TO BE ELECTED:

District	Incumbent
2	Solomon C. "Sol" Stinson
4	Perla Tabares-Hantman
6	Agustin J. Barrera
8	Marta Perez

TYPE OF ELECTION: Nonpartisan

ELECTION AREA: District Area

TERM: Four years

Reference: Florida Statutes 100.041(3)(a) and 230.05

SALARY: \$36,694.00*

ELECTION DATES: September 5, 2006 – Primary Election
November 7, 2006 – Run-off Election

QUALIFYING REQUIREMENTS, FEES AND FORMS

Qualifying for county office begins noon, Monday, July 17, 2006 - noon, Friday, July 21, 2006.

Filing officer may accept and hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period to be processed and filed during qualifying (July 3, 2006)

Reference: Florida Statutes 105.031

Regular Qualifying Method (Section 99.061, F. S.)

In order to qualify, the following documents must be submitted to the Miami-Dade Elections Department (see Section 8 – Forms to be filed for submission deadlines):

1. Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9).
2. Statement of Candidate (Form DS-DE 84) must be filed within 10 days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.
3. Loyalty Oath and Oath of Candidate (Form DS-DE 24B).
4. Financial Disclosure (Form 6, Full and Public Disclosure of Financial Interests) along with any other applicable forms (Public officers who have filed financial disclosure with Ethics Commission may file a copy with filing officer at time of qualifying).
5. Pay qualifying fee, which is 4% of annual salary as of July 1, 2006 or **\$1,467.76***, payable to "Board of County Commissioners".

Petition Process Method of Qualifying (Section 105.035, F. S.)

In order to qualify, the following documents must be submitted to the Miami-Dade Elections Department. When a candidate files Appointment of Campaign Treasurer, he may begin collecting

petition signatures if filing after Jan. 1, 2006, otherwise collection of signatures can begin **January 1, 2006** according to the new legislation effective Jan. 1, 2006

1. Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9).
2. Statement of Candidate (Form DS-DE 84) must be filed within 10 days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository
3. Loyalty Oath and Oath of Candidate (Form DS-DE 24B.)
4. Financial Disclosure (Form 6, Full and Public Disclosure of Financial Interests) along with any other applicable forms (Public officers who have filed financial disclosure with Ethics Commission may file a copy with filing officer at time of qualifying).
5. Petition signatures of 1% of the total registered electors in the geographical area of candidacy prior to noon the 28th days preceding the First day of Qualifying or June 19, 2006. For the required number of signatures, see page 3.

If the candidate is unable to collect the required number of signatures he or she may still qualify by using the regular method and paying the qualifying fee.

Who can Sign Petitions:

Any registered elector in the geographical area of candidacy may sign a petition.

Deadline for Submitting Petitions:

No later than noon, June 19, 2006 – Candidates must submit petitions for verification to the Miami-Dade Elections Department. There is a 10 cents per name fee for verifying signatures, which must be paid upon submission of petitions, or the candidate may file an “Undue Burden Oath” with the Miami-Dade County Supervisor of Elections to waive the cost of verification.

July 10, 2006 – Supervisor of Elections must certify the number of valid signatures to Division of Elections.

Write-in Method (Section 99.061, F.S.)

During the qualifying period, the following must be submitted to the Miami-Dade Elections Department:

1. Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9).
2. Statement of Candidate (Form DS-DE 84) must be filed within 10 days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.
3. Loyalty Oath and Oath of Candidate for Write-in Candidates (Form DS-DE 24A)
4. Financial Disclosure (Form 6, Full and Public Disclosure of Financial Interests) along with any other applicable forms (Public officers who have filed financial disclosure with Ethics Commission may file a copy with filing officer at time of qualifying).
5. No qualifying fee required.

A blank space will be provided on the general election ballot for names of write-in candidates to be written in.

*Salaries and qualifying fees may be subject to change. Salary quoted is most recent figure available. The annual salary of the office for the purposes of computing the qualifying fee shall be the salary of such office as of July 1st immediately preceding the first day of qualifying.

**2006 Petition Signature Requirements
By District for Miami-Dade County School Board**

Registered Voters as of October 07, 2004

Section 99.095(3)

District #	# Registered Voters in District	1%
1	121,312	1,213
2	116,179	1,162
3	122,257	1,223
4	103,674	1,037
5	88,495	885
6	122,605	1,226
7	129,459	1,295
8	126,770	1,268
9	128,050	1,281

PRECINCTS IN SCHOOL BOARD DISTRICTS

AS OF AUGUST 22, 2005

01	01	01	02	02	02	03	03	03	04
Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp
117 0	214 0	274 0	135 0	254 0	519 0	1 0	36 0	146 0	301 0
126 0	215 0	275 0	136 0	255 0	520 0	1 1	37 0	147 0	302 0
127 0	216 0	276 0	137 0	257 0	521 0	2 0	38 0	148 0	304 0
128 0	217 0	280 0	150 0	258 0	522 0	3 0	39 0	149 0	305 0
129 0	218 0	283 0	151 0	259 0	523 0	4 0	40 0	157 0	306 0
130 0	219 0	290 0	152 0	260 0	529 0	5 0	41 0	176 0	307 0
131 0	220 0	291 0	153 0	261 0	530 0	5 1	42 0	177 0	308 0
132 0	221 0	292 0	154 0	262 0	531 0	6 0	43 0	179 0	309 0
133 0	222 0	293 0	155 0	263 0	533 0	7 0	44 0	179 1	310 0
138 0	223 0	294 0	156 0	264 0	534 0	8 0	45 0	180 0	311 0
139 0	224 0	303 0	158 0	266 0	535 0	9 0	46 0	181 0	312 0
140 0	225 0	313 0	158 1	268 0	536 0	10 0	47 0	181 1	314 0
141 0	226 0	334 1	159 0	277 0	537 0	11 0	48 0	184 0	315 0
142 0	227 0	334 2	159 1	278 0	538 0	12 0	53 0	186 0	316 0
143 0	228 0	350 0	161 0	279 0	539 0	13 0	101 0	208 0	317 0
144 0	229 0	355 0	162 0	281 0	580 0	14 0	102 0	209 0	318 0
145 0	230 0	358 0	164 0	282 0	588 0	15 0	103 0	210 0	319 0
165 0	231 0	370 0	172 0	286 0	590 0	16 0	104 0	210 1	320 0
166 0	232 0	371 0	174 0	287 0	592 0	17 0	105 0	541 0	321 0
169 0	233 0		178 0	288 0	595 0	18 0	106 0	544 0	322 0
170 0	234 0		183 0	383 0	596 0	19 0	107 0	569 0	323 0
170 1	234 1		187 0	501 0	597 0	20 0	108 0	983 0	324 0
173 0	235 0		188 0	502 0	599 0	21 0	109 0	984 0	325 0
175 0	236 0		240 0	502 1	975 0	22 0	110 0	995 0	326 0
182 0	237 0		241 0	504 0	976 0	23 0	111 0	996 0	327 0
185 0	238 0		242 0	505 0	977 0	24 0	112 0		328 0
189 0	238 1		243 0	506 0	978 0	25 0	113 0		329 0
201 0	239 0		244 0	507 0	979 0	26 0	115 0		330 0
202 0	239 1		245 0	508 0	980 0	27 0	116 0		331 0
203 0	256 0		246 0	511 0	999 0	28 0	118 0		332 0
204 0	265 0		247 0	512 0		29 0	119 0		333 0
205 0	267 0		248 0	513 0		30 0	120 0		334 0
206 0	269 0		249 0	514 0		31 0	121 0		337 0
207 0	270 0		250 0	515 0		32 0	123 0		349 0
211 0	271 0		251 0	516 0		33 0	124 0		351 0
212 0	272 0		252 0	517 0		34 0	125 0		352 0
213 0	273 0		253 0	518 0		35 0	134 0		354 0

PRECINCTS IN SCHOOL BOARD DISTRICTS

AS OF AUGUST 22, 2005

04	05	05	05	06	06	06	07	07	08
Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp	Pct Grp
357 0	284 0	446 1	993 0	49 0	584 0	652 0	402 0	771 0	404 0
359 0	285 0	447 0	997 0	50 0	585 0	652 1	402 1	774 0	405 0
360 0	289 0	448 0		51 0	586 0	653 0	701 0	775 0	407 0
361 0	335 0	450 0		52 0	587 0	718 0	702 0	776 0	409 0
362 0	336 0	452 0		510 0	593 0	719 0	711 0	781 0	410 0
363 0	338 0	453 0		524 0	594 0	720 0	729 0	783 0	413 0
364 0	339 0	454 0		532 0	603 0	721 0	733 0	785 0	414 0
365 0	340 0	455 0		540 0	604 0	723 0	734 0	786 0	415 0
368 0	341 0	456 0		542 0	605 0	724 0	735 0	788 0	416 0
369 0	342 0	503 0		542 1	606 0	725 0	736 0	789 0	417 0
372 0	343 0	509 0		543 0	606 1	727 0	737 0	790 0	418 0
373 0	344 0	525 0		546 0	607 0	728 0	738 0	791 0	419 0
374 0	345 0	526 0		547 0	608 0	750 0	739 0	793 0	420 0
375 0	346 0	527 0		548 0	610 0	751 0	740 0	796 0	421 0
376 0	347 0	528 0		559 0	611 0	752 0	741 0	814 0	422 0
377 0	347 1	545 0		561 0	612 0	777 0	742 0	815 0	423 0
378 0	348 0	549 0		562 0	613 0	778 0	743 0	829 0	424 0
379 0	353 0	550 0		562 1	614 0	779 0	744 0	830 0	425 0
385 0	356 0	551 0		563 0	615 0	787 0	745 0	835 0	426 0
	356 1	554 0		564 0	617 0	973 0	746 0	836 0	427 0
	366 0	556 0		565 0	619 0	985 0	747 0	838 0	428 0
	367 0	557 0		566 0	621 0	988 0	748 0	841 0	429 0
	380 0	558 0		567 0	621 1	994 0	749 0	845 0	430 0
	381 0	560 0		568 0	622 0	998 0	754 0	846 0	431 0
	382 0	589 0		570 0	622 1		755 0	848 0	432 0
	384 0	591 0		571 0	623 0		756 0	852 0	433 0
	386 0	598 0		572 0	623 1		757 0	853 0	434 0
	401 0	972 0		573 0	633 0		758 0	952 0	435 0
	403 0	974 0		574 0	634 0		759 0		436 0
	406 0	981 0		575 0	635 0		762 0		437 0
	408 0	982 0		576 0	636 0		764 0		438 0
	411 0	986 0		577 0	637 0		765 0		439 0
	412 0	987 0		578 0	638 0		766 0		440 0
	442 0	989 0		579 0	639 0		767 0		441 0
	443 0	990 0		581 0	640 0		768 0		444 0
	445 0	991 0		582 0	641 0		769 0		449 0
	446 0	992 0		583 0	644 0		770 0		451 0

PRECINCTS IN SCHOOL BOARD DISTRICTS

AS OF AUGUST 22, 2005

08		08		09		09		09		09	
Pct	Grp	Pct	Grp	Pct	Grp	Pct	Grp	Pct	Grp	Pct	Grp
457	0	795	0	616	0	820	0	912	0	946	0
458	0			618	0	821	0	913	0	947	0
459	0			624	0	822	0	914	0	948	0
460	0			625	0	823	0	915	0	949	0
552	0			626	0	824	0	916	0	950	0
553	0			627	0	825	0	917	0	951	0
555	0			628	0	825	1	918	0	951	1
601	0			630	0	826	0	919	0	953	0
602	0			631	0	827	0	920	0		
620	0			632	0	828	0	921	0		
620	1			642	0	831	0	922	0		
651	0			645	0	832	0	923	0		
651	1			647	0	833	0	924	0		
703	0			648	0	834	0	925	0		
704	0			649	0	837	0	926	0		
705	0			650	0	837	1	927	0		
706	0			753	0	839	0	928	0		
707	0			760	0	840	0	928	1		
708	0			761	0	842	0	929	0		
709	0			801	0	843	0	930	0		
710	0			802	0	844	0	931	0		
712	0			803	0	847	0	932	0		
713	0			804	0	849	0	932	1		
714	0			805	0	849	1	933	0		
715	0			806	0	850	0	933	1		
716	0			807	0	851	0	935	0		
717	0			808	0	901	0	936	0		
722	0			809	0	902	0	936	1		
726	0			810	0	903	0	937	0		
730	0			811	0	904	0	938	0		
731	0			812	0	905	0	939	0		
732	0			813	0	906	0	940	0		
763	0			816	0	907	0	941	0		
772	0			816	1	908	0	942	0		
773	0			817	0	909	0	943	0		
780	0			818	0	910	0	944	0		
794	0			819	0	911	0	945	0		



Candidate Withdrawal Policy

The deadline for any candidate to withdraw is the end of qualifying. No qualifying fee shall be returned to the candidate unless the candidate withdraws his or her candidacy before the end of their qualifying period.

(Reference: Florida Statutes 99.092)



OATH OF WITHDRAWAL

Date: _____

I, _____, have filed as a candidate for the
office of _____.

I wish to withdraw my name as a candidate for this office and I will not accept the office for which I filed
qualification papers.

Signature of Candidate

Address

City,

State

Zip

Sworn to and subscribed before me this _____ day of _____, 20__.

Signature of Officer Administering the Oath or Notary Public

Print, Type or Stamp Commissioned Name of Notary Public

☐ Personally Known or ☐ Produced Identification

Type of Identification Produced

Section 2

ELECTION CYCLE CALENDAR AND REPORTING DATES FOR

MIAMI-DADE COUNTY

SCHOOL BOARD

2006 ELECTION

Reports shall be filed on the 10th day following the end of each calendar quarter from the time the campaign treasurer is appointed, except that, if the 10th day following the end of a calendar quarter occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day which is not a Saturday, Sunday, or legal holiday. Following the last day of qualifying for office, reports shall be filed on the 32nd, 18th, and 4th days immediately preceding the primary election and on the 46th, 32nd, 18th and 4th days immediately preceding the general election.
(Section 106.07, F.S.).

PRIMARY ELECTION September 5, 2006

GENERAL ELECTION..... November 7, 2006

DUE DATE	REPORT TYPE	REPORT DESCRIPTION	PERIOD COVER	
			FROM	TO
04/10/2006	Q1-06	1 st Quarter for 2006	01/01/2006	03/31/2006
07/10/2006	Q2-06	2 nd Quarter for 2006	04/01/2006	6/30/2006
08/04/2006	F1-06	32 Days Prior Primary	07/01/2006	07/28/2006
08/18/2006	F2-06	18 Days Prior Primary	07/29/2006	08/11/2006
09/01/2006	F3-06	4 Days Prior Primary	08/12/2006	08/31/2006
09/22/2006	G1-06	46 Days Prior General	09/01/2006	09/15/2006
10/06/2006	G2-06	32 Days Prior General	09/16/2006	09/29/2006
10/20/2006	G3-06	18 Days Prior General	09/30/2006	10/13/2006
11/03/2006	G4-06	4 Days Prior General	10/14/2006	11/02/2006

Only the Candidates going to the General Election need to file the G1-06 through G4-06.

Each candidate shall, within 90 days after having become unopposed, withdrawn his candidacy, been eliminated or elected to office, dispose of funds in his campaign account and file a final report (Section 106.141, F.S.).

Termination Reports

DUE DATE	REPORT TYPE	REPORT DESCRIPTION	PERIOD COVER	
			FROM	TO
10/19/2006	TR-Q-06	90 Days after Qualifying	07/01/2006	10/19/2006
12/04/2006	TR-F06	90 Days after Primary Election	09/01/2006	12/04/2006
02/05/2007	TR-G06	90 Days after General Election	11/03/2006	02/05/2007

Section 3

Miami-Dade Elections

County Candidate-Related Ordinances and Resolutions

Ordinance or Resolution Number/ Effective Date Title/Subject Matter	Summary*	Applicable to
99-160 Effective 3/01/00 Shall stand repealed 3/01/02 Ordinance relating to election ballots in Creole	Requires that in those precincts where the Supervisor of Elections determines that a significant portion of the electorate is Haitian-American, voting booths will be provided with Creole translations in addition to the booths containing Spanish translations.	All ballot questions.
99-150 Effective 11/12/99 Ordinance amending the Conflict of Interest and Code of Ethics Ordinance	Amended Section 2-11.1 to include Prohibition on certain business transactions.	
98-94 Effective 7/17/98 Ordinance relating to Ethical Campaign Practices/Providing for Mandatory and Voluntary Fair Campaign Practices	Candidates for applicable offices are automatically covered by the Ordinance. Candidates for applicable offices must abide by mandatory fair campaign practices and may agree to abide by voluntary campaign practices. Other candidates may file agreement to abide with Ethics Commission with copies to Elections Department, Clerk of the Board of each municipality within Miami-Dade County. Provides for agreement to abide by Statement of Fair Campaign Practices. Provides penalties. Empowers Ethics Commission to enforce.	Mayor, Miami-Dade County Board of County Commissioners, and Community Councils candidates and their respective campaign staffs. Other candidates may agree to abide by Fair Campaign Practices including their respective campaign staffs for any municipal elective office within Miami-Dade County; and any candidate and his or her campaign staff for elective office with a constituency in whole or in part in Miami-Dade County.
96-61 Effective 5/17/96 Ordinance relating to Signs on Trees in Right-of-Way	Ordinance amending Section 2-103.15 of the Code of Metropolitan Dade County, Florida; regarding signs in public right of way; prohibition, providing severability inclusion in the code, and an effective date.	All candidates

**This is only intended as a brief summary of the Ordinance. Candidates should refer to the applicable ordinance for details.*

Section 4

Instructions on filing Campaign Reports thru the Internet

You have to be able to connect to the Internet. If you do not have access to a computer with Internet, you can go to any public library or make arrangements with our office by calling 305-499-8400.

1. Go to the website www.precinctfind.com/candidate_dade.php
2. To log in: Type the Candidate ID number and password provided to you by the Elections Department.
3. Select Login.
If you have any problems, please call Maria Acosta at 305-499-8410.
4. Remember to change the password after you enter for the first time. Keep this password in a secure place.
5. Select the correct reporting period from the list provided by the site.
6. Select – Enter Contributions – to enter information for the period.
7. Select – Enter Expenditures – to enter information for the period.
8. You can enter the information on a daily basis or at your convenience. The information is saved as you enter and backups are done periodically. Do not submit until the end of the period for the report, since after you press submit you will not be able to enter any other information for the period.
9. When you finish your report for the period, select Submit. This will advise the Elections Department that the report is being submitted.
10. After you submit the report, you can print the hard copy to be sent to the Elections Department. Remember is deem receipt when the Elections Department receives the hard copy.
11. Send your hard copies to the Elections Department. ***Remember hard copies must be received on or prior to the due date, or postmarked by the due date.***
12. You can upload a Picture and/or a Statement to be posted on the Candidates Website at any time.

Section 5

Chapter 106 – Florida Statutes Book

Included in Package or may be downloaded from:

<http://election.dos.state.fl.us/publications/pdf/Ch0106.pdf>

PENALTIES FOR VIOLATIONS OF THE FLORIDA ELECTION CODE

<u>F.S. 104.012</u>	Prohibits anyone from receiving anything of value in consideration for becoming a registered voter. {THIRD DEGREE FELONY}
<u>F.S. 104.061(1)</u>	Prohibits any person by bribery, threat or other corruption to interfere with someone's right to vote. {THIRD DEGREE FELONY}
<u>F.S. 104.061(2)</u>	Prohibits anyone from directly or indirectly buying or influencing another person's vote. {THIRD DEGREE FELONY}
<u>F.S. 104.071</u>	Makes it unlawful for any candidate, or person supporting a candidate, to promise to appoint another person to any position, give or promise to give anything of value to any communications media, or give anything of value for any purpose prohibited by election laws in order to promote the nomination or election of a candidate. {THIRD DEGREE FELONY/ADDITIONAL PENALTY: DISQUALIFICATION FROM OFFICE UPON CONVICTION}
<u>F.S. 104.185(1)</u>	Makes it unlawful to knowingly sign a petition for a candidate, a minor political party or an issue more than once. {FIRST DEGREE MISDEMEANOR}
<u>F.S. 104.185(2)</u>	Makes it unlawful to knowingly sign another person's name or fictitious name to any petition for a candidate, minor political party or issue more than once. {FIRST DEGREE MISDEMEANOR}
<u>F.S. 104.19</u>	Prohibits voters from carrying into the voting booth any stickers, stamps, or anything which might adversely affect the election process. {SECOND DEGREE MISDEMEANOR}
<u>F.S. 104.24</u>	Prohibits the use of any assumed name in connection with an election. {THIRD DEGREE FELONY}
<u>F.S. 105.071</u>	Prohibits certain political activities on candidates for judicial office such as participation in political party activities, campaign as a member of a political party or make political speeches other than on his/her own behalf. {CIVIL FINE OF UP TO \$1,000 TO BE DETERMINED BY THE FL ELECTIONS COMMISSION}
<u>F.S. 105.09</u>	Prohibits a political party or organization from endorsing or supporting any candidate for judicial office. {SECOND DEGREE MISDEMEANOR}
<u>F.S. 106.023</u>	Requires a candidate to file a "statement of candidate" within ten (10) days of qualifying for office. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S.106.025(1)(a)</u>	Prohibits a non-candidate from holding a campaign fund raiser unless person for whom funds are to be used is a candidate for public office; also prohibits a candidate from consenting to a fund raiser unless he/she has designated a campaign depository and appointed a campaign treasurer. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S. 106.025(1)(b)</u>	Requires a candidate to report all contributions and expenditures made with respect to a fund raiser. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S. 106.025(1)(c)</u>	Requires a disclaimer statement on fund raiser tickets and advertising. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S. 106.07(2)(b)1</u>	Requires treasurer to file addendum to campaign treasurer's report after receiving notice from the filing officer. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S. 106.08(1)</u>	Prohibits a person from making contributions in excess of \$500 for each election. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT} NOTE: CIVIL PENALTY FOR KNOWING AND WILLFUL VIOLATION IS EQUAL TO TWO (2) TIMES AMOUNT OF CONTRIBUTION.
<u>F.S. 106.08(7)(a)</u>	Provides penalty for making no more than one (1) contribution in violation of F.S. 106.08(1), or for knowingly and willingly refusing to return a contribution, as provided in F.S. 106.08(7) (a). {FIRST DEGREE MISDEMEANOR} Provides penalty for making two (2) or more contributions in violation of contribution limits of F.S. 106.08(1), as provided in F.S. 106.08(7)(b). {THIRD DEGREE FELONY}
<u>F.S. 106.09(1)</u>	Prohibits a person from making or accepting a contribution in cash or cashier's check in excess of \$100. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S. 106.15(1)</u>	Requires a candidate or person speaking on behalf of the candidate from paying money or giving anything of value to speak in the furtherance of his/her candidacy at a political meeting. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S. 106.15(3)</u>	Prohibits a candidate, in the furtherance of his/her candidacy, from using the services of any officer or employee of the state (or government) during working hours. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT}
<u>F.S. 106.15(4)</u>	Prohibits a person from making, soliciting, or knowingly accepting any political contribution in a building owned by a government entity. {FIRST DEGREE MISDEMEANOR/ ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT} "Accept" meaning to receive a contribution by personal hand delivery from a contributor or his/her agent. This Section does not apply when a government owned building is rented for the specific purpose of holding a campaign fund raiser.
<u>F.S. 106.19(1)(a)</u>	Prohibits a person from accepting a contribution in excess of \$500.00 for each election. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT} NOTE: CIVIL PENALTY EQUAL TO THREE (3) TIMES THE AMOUNT INVOLVED IN ILLEGAL ACT, PURSUANT TO F.S. 106.19(2)
<u>F.S. 106.19(1)(b)</u>	Requires a person to report any contribution required to be reported by Chapter 106, Florida Statutes. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT} NOTE: CIVIL PENALTY EQUAL TO THREE (3) TIMES THE AMOUNT INVOLVED IN ILLEGAL ACT, PURSUANT TO F.S. 106.19(2)
<u>F.S. 106.19(1)(d)</u>	Prohibits a person from making or authorizing any expenditure prohibited by Chapter 106, Florida Statutes. {FIRST DEGREE MISDEMEANOR/ADDITIONAL PENALTY: CIVIL PENALTY UP TO \$1,000 PER COUNT} NOTE: CIVIL PENALTY EQUAL TO THREE (3) TIMES THE AMOUNT INVOLVED IN ILLEGAL ACT, PURSUANT TO F.S. 106.19(2)

PLEASE NOTE THAT THE ABOVE LIST OF PENALTIES IS NOT INCLUSIVE; YOU SHOULD REFER TO CHAPTERS 99 THRU 106 FOR ADDITIONAL INFORMATION AND PENALTIES.

Section 6

Florida Statute 106.1435

Usage and Removal of Political Campaign Advertisements

(1) Each candidate, whether for a federal, state, county, or district office, shall make a good faith effort to remove all of his or her political campaign advertisements within 30 days after:

- (a) Withdrawal of his or her candidacy;
- (b) Having been eliminated as a candidate; or
- (c) Being elected to office.

However, a candidate is not expected to remove those political campaign advertisements which are in the form of signs used by an outdoor advertising business as provided in chapter 479. The provisions herein do not apply to political campaign advertisements placed on motor vehicles or to campaign messages designed to be worn by persons.

(2) If political campaign advertisements are not removed within the specified period, the political subdivision or governmental entity has the authority to remove such advertisements and may charge the candidate the actual cost for such removal. Funds collected for removing such advertisements shall be deposited to the general revenue of the political subdivision.

(3) Pursuant to chapter 479, no political campaign advertisements shall be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or above any state or county road right-of-way.

(4) The officer before whom a candidate qualifies for office shall notify the candidate, in writing, of the provisions in this section.

(5) This provision does not preclude municipalities from imposing additional or more stringent requirements on the usage and removal of political campaign advertisements. History.—s. 1, ch. 84-221; s. 20, ch. 84-302; s. 14, ch. 87-224; s. 647, ch. 95-147.

Reference: Florida Statute 106.1435

Municipalities

When placing signs within a municipality, check with the respective City Clerk for information pertaining to municipal ordinances.

Unincorporated Miami-Dade County Areas

Questions and complaints pertaining to Signs on **Private and Public Property** (Right of Ways) should be directed to Team Metro at 305-468-5900 for enforcement.



Illegal Signs in the Right-of-Way

To Residents in Unincorporated Miami-Dade County

The Code of Miami-Dade County prohibits any person to erect any sign within the limits of any County right-of-way (Sec. 2-103.15 of the Code of Miami-Dade County).

The right-of-way includes, but is not limited to, all roadsides, sidewalks, utility poles, and highway median strips. In other words, all roads and the land immediately next to them are considered rights-of-way unless they are in privately-owned developments where the land is not dedicated to Miami-Dade County.

Any person who places a sign in the right-of-way shall be subject to an immediate fine in the form of a civil citation. Garage sale signs are the most commonly found and cited. The schedule of fines is listed below.

(Chapter 33 of the Miami-Dade County Code regulates signs on private property.)

Description	Fine
Illegal signs in right-of-way which penetrate or injure a tree, first offense	\$50
Illegal signs in right-of-way which penetrate or injure a tree, second offense	\$200
Illegal signs in right-of-way which penetrate or injure a tree, third or subsequent offense	\$500
Illegal signs in right-of-way equal to or less than 22 x 28 inches overall secured by any non-adhesive means including but not limited to a stake, metal rod, rope, nails, thumb tacks, bricks, or boulders in the right-of-way	\$50
Illegal signs in right-of-way equal to or less than 22 x 28 inches overall secured with any adhesive type of material including but not limited to material such as tape, glue, duct tape, or paste	\$50
Illegal signs in right-of-way of a size greater than 22 x 28 inches overall regardless of sign material or method of posting or attachment	\$150
Illegal banners, pennants or streamers in the right-of-way	\$200
Failure of sign retailer to post advisory notice	\$500

Signs create visual obstructions for motorists and are a form of pollution. In an effort to maintain and improve the quality and appearance of your community, Team Metro Neighborhood Compliance Officers regularly patrol your area to ensure compliance with county rules and regulations. For additional questions you may call (305) 468-5900

Political Advertising

A political advertisement is a paid expression in any communications media by means other than the spoken word in direct conversation, which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue.

The exceptions are:

1. A Statement by an organization, in existence prior to the time during which a candidate qualifies or an issue is placed on the ballot for that election, in support of or opposition to a candidate or issue, in that organization's newsletter which is distributed only to the members of that organization.
2. Editorial endorsements by any newspaper, radio or television station, or other recognized news medium

Section 106.011(17), F.S.

Candidate Disclaimers

Any political advertisement that is paid for by a candidate and that is published, displayed, or circulated prior to, or on the day of any election must prominently state: "Political advertisement paid for and approved by (name of candidate) (party affiliation) for (office sought)." - Section 106.143 F.S.

Any political advertisement, including those paid for by a political party, other than an independent expenditure must be approved in advance by the candidate. Such political advertisement must expressly state that the content of the advertisement was approved by the candidate and must state who paid for the advertisement Section 106.143 (4)(a).

Other Disclaimers

Any other political advertisement published, displayed, or circulated prior to, or on the day of any election must prominently be marked "paid political advertisement" or "pd. Pol. Adv." The advertisement must state the name and address of the persons sponsoring the advertisement. It also must state whether the advertisement and cost of production is paid for or provided in-kind by or at the expense of the entity publishing, displaying, broadcasting, or circulating the political advertisement. – Section 106.143(2) F.S.

Disclaimers on Novelty Items

None of the requirements of Section 106.143, F.S., apply to novelty items having a retail value of \$10 or less which support, but do not appose, a candidate or issue.

Language other than English

Any political advertisement which is published, displayed, or produced in a language other than English may provide the information required in the language used in the advertisement.

Electioneering Communications Disclaimers

Any electioneering communication shall prominently state “Paid electioneering communication paid for by “...(Name and address of person paying for the communication)...” – Section 106.1439 F.S.

Miscellaneous Advertisements

Any advertisement, other than a political advertisement, independent expenditure, or electioneering communication, shall clearly designate the sponsor by including a clearly readable statement of sponsorship. If the advertisement is broadcast on television, it shall also contain a verbal statement of sponsorship. This section shall not apply to an editorial endorsement. – Section 106.1437 F.S.

See Chapter 12 of the 2006 Candidate and Campaign Treasurer Handbook:

<http://election.dos.state.fl.us/publications/pdf/2006ComCampTreasHandbook.pdf>

VOTER SOLICITATION/ ELECTIONEERING INFORMATION

(Section 102.031, F.S., effective January 1, 2006)

"Voter Solicitation" is also referred to as "Electioneering" or "Campaigning".

POLLING PLACE: A polling place is defined as the building which contains the polling room where ballots are cast.

SOLICITATION: Solicitation includes, but it is not limited to, seeking or attempting to seek any vote, fact, opinion, or contribution; distributing or attempting to distribute any political or campaign material, leaflet, or handout; conducting a survey or a poll; seeking or attempting to seek a signature on any petition; and selling or attempting to sell any item, holding up signs, using loudspeakers.

RESTRICTIONS: No person may solicit voters within **100** feet of the entrance to any *POLLING PLACE*, on the day of any election. **NO EXCEPTIONS.**

Note: Elections Department has authority to enforce the area within the 100-ft. zone only).

3/6/06:zr

WEARING OF CAMPAIGN ITEMS INSIDE THE POLLING PLACE
(Attorney General Opinion 076-44)

Attorney General Opinion 076-44 prohibits only three specific activities within the restricted zone, namely:

- (1) the solicitation of votes,
- (2) the attempted solicitation of votes, and
- (3) the distribution of any political pamphlets, cards or literature of any kind.

Attorney General Opinion 076-74 outlines that except for the specifically enumerated activities in AGO 076-44, the act of an elector going to and from a polling place while wearing articles of personal apparel that are construed as campaign items does not constitute a violation to the voter solicitation laws.

Examples of articles of personal apparel:

- Buttons
- Hats
- T-shirts
- Bumper stickers attached to clothing

Poll workers and Poll watchers, however, are not permitted to wear any articles of personal apparel which may identify them with any candidate or issue.

In addition, electors are permitted to enter the polling place carrying campaign literature and/or a marked sample ballot (also known as a "palm card") so long as it is for the only purpose of assisting him/her in casting his/her vote and not for distribution or to be left at the polling place.

Section 7



ITEMS FOR SALE 2006

A variety of items are available from the Miami-Dade Elections Department to assist candidates, students, news reporters and interested citizens.

The following items are available free of charge:

- ★ Qualifying Information Package (includes Florida Statutes 106 for all candidates and Chapter 99, 105, and 106 for judicial candidates.) *Limit 2 per candidate - \$4.00 per book for additional packages.*
- ★ Election Law Book*
- ★ List of Florida Supervisors of Elections Municipal Clerks, Elected Officials, Offices to be elected*

Additionally, the following items may be obtained at a charge of .15 per page:

- ★ Voter registration statistics*
- ★ Polling Places List (On-line 1 week prior to each election)
- ★ Campaign reports for local candidates * (Reports for municipal candidates are available from respective City Clerks.)
- ★ Elections results and book closing statistics* (Also available on computer diskette or CD-ROM, for elections since 9/3/1991- Canvass Report Format, PRN file - \$5.00 each)
- ★ Financial Disclosure statements
- ★ Lists of pollworkers on file by precincts. List of pollworkers assigned to work in an election by precinct is available approximately 2 weeks prior to each election.
- ★ Pollwatcher Forms*
- ★ Certifications - \$1.00 each

Maps

- ★ GIS District and Street Maps- \$40.00 each
- ★ Precinct Maps of Miami-Dade County - \$40.00
- ★ GIS Color - \$40.00
- ★ Black and White - \$25.00/set

Checks for all items must be made payable to the Board of County Commissioners.

*Available on Internet site:

<http://elections.miamidade.gov>

CD ROMs, Lists and Labels

CD ROMS - \$0.32 per 1,000 names + \$25.00 service fee

Lists - \$3.50 per 1,000 names + \$15.00 service fee

Labels - \$7.00 per 1,000 names + \$15.00 service fee

Requirements for obtaining Lists, Labels, CD ROMs and Zip Cartridges

An oath must be filed.

CD ROMS, lists, and labels are available to the following:

- Candidates
- Citizens
- Incumbent Officeholders
- Political Parties (Rep. Dem., Minor Parties, etc.)
- Political Action Committees (Federal, State, County, Municipal)
- Registered Committees of Continuous Existence
- Government Agencies
- Courts for Jury Selection

(A \$50 service fee is charged for information pertaining to the countywide voter database)

CD ROMS, lists and labels may be ordered in the following format:

- ★ Absentee Ballot Request since 2/13/96
- ★ Households
- ★ New Voters
- ★ Petitions
- ★ Registered Voters
- ★ Voters who voted (available on CD ROM only as of 3/12/96)

Orders may be sorted by Alpha, Registration #, Street Address, City, Zip, Precinct or Party (Choose two maximum).

Orders may be extracted by Party, Race, Sex, Ethnicity or Age.

All orders must be placed 4-5 business days in advance and must be prepaid in the following manner:

- All Candidates – Campaign Check
- Citizens – Personal Check
- Elected Officials– Office Account Check or Personal Check for office use only otherwise must use Campaign Check
- Political Parties – Party Check
- Political Action Committees and Committees of Continuous Existence – Committee Check

Section 8



SUPERVISOR OF ELECTIONS, MIAMI-DADE COUNTY, FLORIDA

ABSENTEE BALLOT REQUEST POLICY (Effective January 2006)

The following policy applies to elections in which the Miami-Dade Elections Department manages the distribution of absentee ballots. Absentee ballots may be requested in the following manner:

Note:

Certain provisions may differ from State instructions due to the Charter authorization granted under Home Rule Powers. Absentee ballots are mailed two to three (2 to 3) weeks prior to the election for which they are requested.

1. **IN WRITING** - An absentee ballot may be requested in writing. Written requests will be accepted for an election **no later than 5:00 p.m. on the 6th calendar day prior to the election**. E-MAIL or FAX requests are accepted only if the ballot is to be mailed overseas. The written request **must** include the following information:
 - a. Printed name of voter
 - b. Current residence address
 - c. Address where the ballot is to be mailed (*If the address where the ballot is to be mailed is different from the residence address, the reason why it should be mailed to this address **must** be stated*).
 - d. Date of birth
 - e. Voter registration information number (optional)
 - f. Date of the election or elections for which an absentee ballot is needed.
 - g. Signature of voter
2. **IN PERSON** - Picture identification that contains the voter's name and signature must be presented when an absentee ballot is voted in person.
3. **ISSUED TO VOTER'S DESIGNEE** - (*Limited to two ballots per election, only one of which may be for a voter who is not the spouse, parent, child, grandparent or sibling of the designee*). An absentee ballot may be picked up at Miami-Dade Elections Department, **2700 NW 87th Avenue, Doral, FL 33172**, on the day prior to and the day of the election if the person designated by the voter is an immediate family member and only on the day of the election if the designee is not an immediate family member. Picture identification of the designee must be presented along with a written request from the voter containing the following information:
 - a. Printed name of voter
 - b. Voter's daytime phone number
 - c. Voter's date of birth
 - d. Voter's registration information number (optional)
 - e. Date of the election for which an absentee ballot is needed
 - f. Name of person picking up the absentee ballot
 - g. If the voter is a member of the designee's immediate family, reason why the voter must have someone else pick up the absentee ballot
 - h. If the voter is not a member of the designee's immediate family, the designee must also present a statement signed by a physician on the physician's stationery that due to a medical emergency involving the voter or voter's dependent, the named voter is unable to vote at the polls and is unable to pick up an absentee ballot in person.
 - i. Signature of voter



SUPERVISOR DE ELECCIONES DEL CONDADO DE MIAMI-DADE, FLORIDA

NORMAS PARA SOLICITAR BOLETAS PARA ELECTORES AUSENTES (En vigor desde enero del 2006)

A continuación, se enumeran las reglas con arreglo a las cuales el Departamento de Elecciones de Miami-Dade se encarga de la distribución de las boletas para electores ausentes en las elecciones que le corresponde hacerlo. Las boletas para electores ausentes se pueden solicitar de las maneras siguientes:

Observación:

Conforme a la autorización conferida por la Carta Constitucional con arreglo a las facultades autonómicas de ésta, ciertas disposiciones pudieran diferir de las instrucciones estatales.

Las boletas para elector ausente se envían por correo con dos (2) a tres (3) semanas de antelación a la elección para la que se solicitan.

1. **POR ESCRITO** - Las boletas para electores ausentes se pueden solicitar por escrito. La solicitud hecha por escrito se aceptará si se recibe a más tardar para las 5 p.m. del sexto día anterior a la elección. Se aceptará una solicitud enviada por FAX o CORREO ELECTRÓNICO sólo si la boleta es para ser enviada al extranjero. La solicitud hecha por escrito tiene que contener la información siguiente:
 - a. nombre y apellido del elector, escritos con letra de imprenta.
 - b. dirección del domicilio actual.
 - c. dirección a la que debe enviarse por correo la boleta. *(Si la dirección a la que debe enviarse por correo la boleta es distinta de la dirección del domicilio, **es necesario** explicar por qué se debe enviar por correo la boleta a esa dirección).*
 - d. fecha de nacimiento.
 - e. número de la información de la inscripción del elector (opcional).
 - f. fecha de la elección o de las elecciones para la(s) cual(es) se necesita la boleta para elector ausente.
 - g. firma del elector.
2. **EN PERSONA** – Cuando se vote en persona empleando una boleta para elector ausente, es necesario presentar una identificación con fotografía que contenga el nombre, el apellido y la firma del elector.
3. **MEDIANTE UNA PERSONA DESIGNADA POR EL ELECTOR** - *(Únicamente dos boletas por elección, sólo una de las cuales podrá ser para una persona que no sea cónyuge ni padre, madre, hijo, hija, abuelo, abuela, hermano ni hermana de la persona designada).* La persona designada por el elector puede recoger una boleta para elector ausente en el Departamento de Elecciones del Condado de Miami-Dade localizado en el **2700 NW 87th Avenue, Doral, FL 33172**, tanto el día anterior a la elección como el mismo día de la elección si la persona designada por el elector es un miembro de su familia inmediata pero sólo el día de la elección si la persona designada no es miembro de la familia inmediata del elector. La persona designada para recoger la boleta para elector ausente deberá presentar una identificación con fotografía de sí misma así como una solicitud del elector redactada por escrito que contenga la información siguiente:
 - a. nombre y apellido del elector, escritos con letra de imprenta.
 - b. número del teléfono diurno del elector.
 - c. fecha de nacimiento del elector.
 - d. número de la información de la inscripción del elector (opcional).
 - e. fecha de la elección para la cual se necesita la boleta para elector ausente.
 - f. nombre y apellido de la persona que recoge la boleta para elector ausente.
 - g. si el elector es miembro de la familia inmediata de la persona designada, motivo por el cual el elector tuvo que mandar a otra persona a recoger la boleta para elector ausente.
 - h. si el elector no es miembro de la familia inmediata de la persona designada, ésta también deberá presentar una declaración firmada por un médico en papel que tenga el membrete de su consultorio en que se especifique que a causa de una emergencia médica del elector o de una persona dependiente de éste, el elector mencionado no puede acudir a las urnas para votar ni recoger en persona la boleta para elector ausente.
 - i. firma del elector.



SIPÈVIZÈ ELEKSYON YO, KONTE MIAMI-DADE, FLORID

RÈG SOU DEMANN BILTEN VÒT POU MOUN KI PAP LA (Efektif Janvyè 2006)

Note Byen: Dapre Pouvwa Konstitisyon an bay Lwa Otonòm yo setèn seksyon gen dwa diferan de enstrksyon Eta a.
Bilten Vòt pou moun ki pap la yo poste de a twa semèn (2 a 3) anvan eleksyon yo pral sèvi an.

1. **A LEKRI** - Nou gen dwa fè demann pou yon bilten vòt pou moun ki pap la a lekri. Demann a lekri yo ap aseptab pou yon eleksyon **pa pita pase 5è lapremidi nan 6yèm jou avan eleksyon an**. Yo va asepte demann pa KOURYE ELEKTWONIK ak FAKS sèlman lè gen pou voye bilten vòt la nan yon peyi etranje. Demann a lekri a **fèt** pou li genyen enfòmasyon sa yo:
 - a. Non votè an ekri an majiskil.
 - b. Adrès kay lakay w aktyèlman.
 - c. Adrès kote pou yo voye bilten an (*nou **fèt** pou ekri pou ki rezon si adrès la diferan de adrès kay lakay nou an*).
 - d. Dat w Fèt.
 - e. Enfòmasyon nimewo kat enskripsyon (pa obligatwa).
 - f. Dat eleksyon oswa eleksyon yo ke nou pral bezwen bilten moun ki pap la.
 - g. Siyati votè an.
2. **AN PÈSÒN** – Se pou yo prezante yon kat didantite ak foto, non e siyati votè an si pou yon bilten pou moun ki pap la vote an pèsòn.
3. **LIVRE A REPREZANTAN VOTÈ AN** – (*Yon limit de (2) bilten chak eleksyon, yon sèl bilten pou yon votè ki pa mari/madanm, paran, pitit, gran paran oswa frè/sè reprezantan an*). Si yon reprezantan se yon fanmi pwòch, yon bilten pou moun ki pap la disponib nan Depatman Eleksyon Miami-Dade, ki chita nan **2700 NW 87th Avenue, Doral, FL 33172**, jou avan eleksyon ak jou eleksyon an menm. Si reprezantan an pa yon fanmi pwòch se jou eleksyon sèlman pou li reklame bilten an. Se pou reprezantan an prezante yon kat didantite ak foto li epi yon demann alekri de votè an avèk enfòmasyon sa yo:
 - a. Non votè an ekri an majiskil.
 - b. Nimewo telefòn votè an lajounen.
 - c. Dat fèt votè an.
 - d. Enfòmasyon nimewo kat enskripsyon (pa obligatwa).
 - e. Dat eleksyon ke nou bezwen bilten moun ki pap la.
 - f. Non moun kap vinn chèche bilten moun ki pap la.
 - g. Si votè an se yon manm fanmi pwòch reprezantan, rezon pou ki votè an bezwen yon moun chèche bilten moun ki pap la.
 - h. Si votè an pa fanmi pwòch reprezantan, se pou reprezantan an bay yon deklarasyon a lekri siyen pa yon doktè sou pape ofisyèl doktè an ke se pou rezon medikal ke votè an oswa depandan votè, ki fè votè sila a pa kapab vinn vote epi pa kapab vini chèche bilten pou moun ki pap la an pèsòn.
 - i. Siyati votè an.



Processed Date: _____
Initials: _____

PRINT AND COMPLETE
ALL INFORMATION

ABSENTEE BALLOT REQUEST SOLICITUD DE BOLETA PARA ELECTOR AUSENTE

LLENE COMPLETAMENTE
CON LETRA DE MOLDE

Date / Fecha

Date of birth (mandatory) / Fecha de nacimiento (obligatoria)

Voter's Name / Nombre del elector

Registration # (optional) / Núm. de inscripción (optativo)

Current Miami-Dade County Residence Address Dirección de su domicilio actual en Miami-Dade

☐ Check if this is a change of your residential address.
Marque aquí si es un cambio de la dirección de su domicilio.

NOTICE: The U.S. Post Office will not forward absentee ballots to a different address. Pursuant to State Law, if any first class mail addressed to you is returned as undeliverable to our office, the request for ballots will be cancelled until a new address is provided. It is up to you to keep us informed when you leave during the election season!

AVISO: El Servicio Postal de los Estados Unidos no permite que se remitan boletas para electores ausentes a otra dirección. De acuerdo con la ley estatal, si alguna correspondencia de primera clase dirigida a Ud. es devuelta a nuestra oficina por no poder entregársele, se cancelarán las solicitudes de las boletas hasta tanto nos suministre su nueva dirección. ¡De Ud. dependerá mantenernos informados si se muda durante la temporada electoral!

Address to send ballot if different from residence:
Dirección a donde debe enviarse la boleta,
si es diferente de la de su domicilio:

If you need your ballot to be sent to an address other than your residence, you must explain why:
Si usted necesita que su boleta sea enviada a otra dirección que no sea la de su domicilio, explique por qué:

☐ I am requesting absentee ballots for all elections I am eligible to vote in during the remainder of this calendar year.
Solicito boletas de elector ausente para todas las elecciones en las cuales tenga derecho de votar durante el resto de este año natural.

☐ I am requesting an absentee ballot for the following election date(s):
Solicito boletas de ausente para las elecciones que se celebrarán en las fechas siguientes:

Oath: I do solemnly swear (or affirm) that all information on this form is true.

Juramento: Juro solemnemente (o afirmo) que los datos suministrados en este formulario son ciertos.

Daytime telephone # / Núm. de teléfono diurno

Voter's Signature / Firma del elector

❖ **Note:** All absentee ballot requests must be signed by the voter and received by the Elections Department no later than 5:00 p.m. on the 6th calendar day prior to the election. E-MAIL or FAX requests are accepted only if the ballot is to be mailed overseas.

❖ **Aviso:** El elector tiene que firmar toda solicitud de boletas de ausente. El Departamento de Elecciones tiene que recibir dichas solicitudes a más tardar para las 5 p.m. del 6^{to} día natural anterior a las elecciones. Se aceptará una solicitud enviada por FAX o CORREO ELECTRÓNICO sólo si la boleta es para ser enviada al extranjero.

Miami-Dade Elections Department / Departamento de Elecciones de Miami-Dade
P.O. Box 521250, Miami, FL 33152-1250 / 305-499-8444



Processed Date: _____
Initials: _____

PRINT AND COMPLETE
ALL INFORMATION

ABSENTEE BALLOT REQUEST DEMANN BILTEN VÒT POU MOUN KI PAP LA

METE TOUT ENFÒMASYON
EPI EKRI AN LÈT MAJISKIL

Date / Dat

Date of birth (mandatory) / Dat w fèt (obligatwa))

Voter's Name / Non votè a

Registration # (optional) / Nimewo kat enskripsyon (pa obligatwa)

Current Miami-Dade County Residence Address

Adrès kay lakay w nan Konte Miami-Dade

☐

Check if this is a change of your residential address.
Tcheke la a si sa a se yon nouvo adrès.

NOTICE: The U.S. Post Office will not forward absentee ballots to a different address. Pursuant to State Law, if any first class mail addressed to you is returned as undeliverable to our office, the request for ballots will be cancelled until a new address is provided. It is up to you to keep us informed when you leave during the election season!

AVI: Biwo Lapos Lèzetazini pap re-ekspedye bilten vòt moun ki pap la yo nan ankenn adrès ki diferan. Dapre Lalwa Leta, si ankenn lèt premyè klas ki adrese a nou retounen make san livrezon nan biwo nou yo, nou va elimine demann pou bilten vòt pou moun ki pap la yo jiskaske nou soumèt nouvo adrès nou an. Se responsabiltè pa nou pou nou kenbe nou enfòm de tout absans nou pandan epòk eleksyon.

Address to send ballot if different from residence: _____

Adrès pou yo poste bilten an si li diferan de sa lakay w an: _____

If you need your ballot to be sent to an address other than your residence, you must explain why:
Si w ta renmen yo poste bilten an nan w lòt adrès ki pa kote w rete a, se pou eksplike pou ki rezon:

☐

I am requesting absentee ballots for all elections I am eligible to vote in during the remainder of this calendar year.
Map mande bilten vòt pou moun ki pap la pou tout eleksyon ke mwen elijib pou vote ladan yo pou rès ane sou kalandrye an.

☐

I am requesting an absentee ballot for the following election date(s):
Map mande yon bilten vòt pou moun ki pap la pou eleksyon kap fèt le (mete ki dat):

Oath: I do solemnly swear (or affirm) that all information on this form is true.

Sèman: Mwen fè sèman solanel (ou afime) ke tout enfòmasyon ki sou fòm sila a se la verite.

Daytime telephone # / Nimewo telefòn w lajounen

Voter's Signature / Siyati Votè a

❖ **Note:** All absentee ballot requests must be signed by the voter and received by the Elections Department no later than 5:00 p.m. on the 6th calendar day prior to the election. E-MAIL or FAX requests are accepted only if the ballot is to be mailed overseas.

❖ **Note Byen:** Tout demann Bilten vòt pou moun ki pap la yo fèt pou gen siyati votè a sou li epi se pou Depatman Eleksyon an resevwa li pa pita pase 5è lapremidi nan 6yèm jou anvan eleksyon an. Yo va asepte demann pa KOURYE ELEKTWONIK ak FAKS sèlman lè gen pou voye bilten vòt la nan yon peyi etranje.

Miami-Dade Elections Department / Depatman Eleksyon Miami-Dade
P.O. Box 521250, Miami, FL 33152-1250 / 305-499-8444



SUPERVISOR OF ELECTIONS, MIAMI-DADE COUNTY, FLORIDA

ABSENTEE BALLOT RETURN POLICY (Effective January 2006)

The following policy applies to elections in which the Miami-Dade Elections Department manages the return of absentee ballots.

Absentee ballots must be returned as follows:

1. **IN PERSON** - A voter who received an absentee ballot by mail may return his or her own ballot to the Miami-Dade Elections Department at **2700 NW 87th Avenue, Doral, FL 33172** or to the Elections Department's Branch Office (located in the Lobby of the Stephen P. Clark Center, **111 NW 1st Street**) no later than 7:00 pm on Election Day.
2. **BY MAIL** - An absentee ballot may be returned by delivery through the United States Postal Service.
3. **BY VOTER'S DESIGNEE** - *(Limited to two ballots per election, only one of which may be from a voter who is not the spouse, parent, child, grandparent or sibling of the designee).* An absentee ballot may be returned by the voter's designee at **2700 NW 87th Avenue, Doral, FL 33172** or to the Elections Department's Branch Office (located in the Lobby of the Stephen P. Clark Center, **111 NW 1st Street**), on the day prior to and the day of the election if the person designated by the voter is an immediate family member and only on the day of the election if the designee is not an immediate family member. Picture identification of the designee must be presented along with a written statement from the voter containing the following information:
 - a. Printed name of voter
 - b. Voter's daytime phone number
 - c. Voter's date of birth
 - d. Voter's registration information number (optional)
 - e. Name of person returning the absentee ballot
 - f. If the voter is a member of the designee's immediate family, reason why the voter must have someone else return the absentee ballot
 - g. If the voter is not a member of the designee's immediate family, the designee must also present a statement signed by a physician on that physician's stationery that, due to a medical emergency involving the voter or voter's dependent, the named voter is unable to vote at the polls and is unable to return an absentee ballot in person
 - h. Signature of voter
4. **AT THE POLLS** - A voter who desires to vote in person may return a voted or unvoted absentee ballot to the voter's precinct. The returned ballot will be marked "canceled" by the election board. A voter who desires to vote in person, but **does not** return the ballot to the precinct, may vote only under the following conditions: **(Do not return anyone else's ballot at the polls. Under State Law, this ballot will not be counted.)**
 - a. The election board confirms the voter's absentee ballot has not been received and
 - b. If the election board cannot determine whether the voter's absentee ballot has been received, the voter may vote a provisional ballot.



SUPERVISOR DE ELECCIONES DEL CONDADO DE MIAMI-DADE, FLORIDA

NORMAS PARA ENVIAR O SOMETER LAS BOLETAS DE ELECTORES AUSENTES (en vigor desde enero del 2006)

Las normas a continuación se refieren a las elecciones en las que el Departamento de Elecciones de Miami-Dade se encarga de la recepción de las boletas de electores ausentes enviadas o sometidas.

Es necesario que las boletas de electores ausentes se envíen o sometan en las formas siguientes:

1. EN PERSONA – El elector que reciba por correo una boleta para elector ausente puede hacer llegar su propia boleta rellena, a más tardar para las 7 pm del día de la elección, al Departamento de Elecciones de Miami-Dade en el **2700 NW 87th Avenue, Doral, FL 33172** o a la oficina del Departamento de Elecciones ubicada en el vestíbulo del Centro Stephen P. Clark, **111 NW 1st Street**.

2. POR CORREO – Las boletas para electores ausentes se pueden enviar mediante el servicio postal de los Estados Unidos.

3. MEDIANTE PERSONA DESIGNADA POR EL ELECTOR – *[Toda persona que designe un elector para que someta una boleta a nombre suyo, en realidad puede someter hasta dos boletas por elección, una sola de las cuales puede ser la de un elector que no sea ni el o la cónyuge, ni el padre o la madre, ni el hijo o la hija, ni el abuelo o la abuela, ni el hermano o la hermana de la persona designada para entregar la(s) boleta(s)].* La persona designada por el elector puede entregar la boleta para elector ausente en el Departamento de Elecciones, **2700 NW 87th Avenue, Doral, FL 33172** o en la oficina del Departamento de Elecciones ubicada en el vestíbulo del Centro Stephen P. Clark, **111 NW 1st Street**, el día anterior a la elección o el mismo día de la elección si la persona designada por el elector es un familiar inmediato de éste, o solamente el mismo día de la elección si la persona designada no es miembro de la familia inmediata del elector. Al presentar la boleta a nombre del elector, es necesario que la persona designada para entregar dicha boleta presente una identificación con fotografía suya así como una declaración escrita por parte del elector que contenga los datos siguientes:

- a. El nombre y apellido del elector escritos en letra de molde
- b. El número telefónico diurno del elector
- c. La fecha de nacimiento del elector
- d. El número de la información de la inscripción electoral (opcional)
- e. El nombre y apellido de la persona que entregue la boleta de elector ausente
- f. Si el elector forma parte de la familia inmediata de la persona designada, será necesario dar el motivo por el cual el elector se ve obligado a que otra persona entregue a su nombre la boleta para elector ausente
- g. Si el elector no forma parte de la familia inmediata de la persona designada, será necesario que la persona designada también someta una declaración firmada por un médico en papel timbrado de dicho facultativo en que se explique que a causa de una emergencia médica del elector o de algún dependiente de éste, el elector mencionado no puede ni acudir al centro de votación para votar ni someter en persona la boleta para elector ausente
- h. La firma del elector

4. EN EL CENTRO DE VOTACIÓN – El elector que desee votar en persona puede entregar su boleta para elector ausente votada o en blanco a su recinto electoral. La junta electoral indicará en la boleta que ésta ha sido cancelada. El elector que desee votar en persona pero **no** entregue su boleta en el recinto electoral, puede votar, pero únicamente en los casos siguientes: **(No entregue la boleta de elector ausente de otras personas en el centro de votación. Conforme a las leyes de la Florida, esas boletas no serán contadas).**

- a. Si la junta electoral confirma que no se ha recibido la boleta para elector ausente del elector y
- b. Si la junta electoral no puede determinar si se ha recibido la boleta para elector ausente del



elector, éste podrá votar empleando una boleta provisional.

SIPÈVIZÈ ELEKSYON, KONTE MIAMI-DADE, FLORID

RÈGLEMAN POU SOUMÈT BILTEN VÒT POU MOUN KI PAP LA (Efektiv Janvyè 2006)

Règleman sa yo aplikab a eleksyon kote Depatman Eleksyon Miami-Dade administre retou bilten vòt moun ki pap la yo.

Bilten vòt moun ki pap la yo fèt pou soumèt konsa:

1. **AN PÈSÒN** – Yon votè ki resevwa yon bilten vòt moun ki pap la pa lapòs gen dwa pote bilten vòt pa li remèt Depatman Eleksyon Miami-Dade nan **2700 NW 87th Avenue, Doral, FL 33172** oswa Biwo Sikisal Depatman Eleksyon an ki chita nan lobi bilding Stephen P. Clark Center, **111 NW 1st Street** pa pita ke 7:00 pm Jou Eleksyon an.
2. **PA LAPÒS** – Yon bilten vòt pou moun ki pap la gen dwa soumèt pa Sèvis Lapòs Etazini tou.
3. **PA YON REPREZANTAN VOTÈ AN** - (*Limite a de bilten vòt pa eleksyon, se yon sèl ki dwe pou yon votè ki pa mari/madanm, papa/manman, pitit, granparan oswa frè/sè reprezantan an*). Reprezantan votè an gen dwa remèt bilten vòt pou moun ki pap la a nan Depatman Eleksyon Miami-Dade **2700 NW 87th Avenue, Doral, FL 33172** oswa Biwo Sikisal Depatman Eleksyon an ki chita nan lobi bilding Stephen P. Clark Center, **111 NW 1st Street**, jou anvan oswa menm jou eleksyon an si reprezantan votè sa a se yon manm fanmi pre li epi si reprezantan an pa yon manm fanmi pre li se nan jou eleksyon an sèlman pou li remèt li. Se pou reprezantan an vini ak yon kat didantite ak foto sou li plis yon deklarasyon alekri de votè an ak enfòmasyon sa yo sou li:
 - a. Non votè an ekri an gwo lèt
 - b. Nimewo telefòn votè an lajounen
 - c. Dat nesans votè an
 - d. Enfòmasyon nimewo kat enskripsyon (pa obligatwa)
 - e. Non moun kap remèt bilten vòt moun ki pap la
 - f. Si votè an se yon manm fanmi pre reprezantan an, rezon pouki votè an bezwen yon moun vini soumèt bilten vòt moun ki pap la a pou li
 - g. Si votè an pa yon manm fanmi pre reprezantan an, reprezantan an fèt pou li prezante yon deklarasyon siyen pa yon doktè sou papye ak antèt biwo doktè an ki bay espplikasyon ijans medikal pou votè an oswa fanmi votè an, epi ki di pouki votè an pa kapab vini vote nan biwo vòt la epitou pa kapab vini remèt bilten vòt moun ki pap la a an pèsòn
 - h. Siyati votè an
4. **NAN BIWO VÒT YO** - Yon votè ki vle vote an pèsòn gen dwa vote oswa pa vote yon bilten vòt moun ki pap la nan biwo vòt liyan. Bilten vòt li soumèt lan va make “anile” pa asanble eleksyon an. Yon votè ki vle vote an pèsòn, men **pa** remèt bilten liyan nan biwo vòt lan, ap gen dwa vote nan kondisyon sa yo sèlman:
 - a. Asanble eleksyon an konfime ke yo pa resevwa bilten vòt moun ki pap la votè an e
 - b. Si asanble eleksyon an pa kapab detèmine si yo resevwa ou pa resevwa bilten vòt moun ki pap la vote an, lap kapab vote yon bilten vòt pwovizwa.

POLL WATCHER DESIGNATION INSTRUCTIONS

Submission/Deadlines:

Florida Statute 101.131 (2)

"Each party, each political committee, and each candidate requesting to have poll watchers shall designate, in writing, **prior to noon of the second Tuesday preceding the election** poll watchers for each **polling room** on election day.

Designations of poll watcher for **early voting areas** shall be submitted in writing to the supervisor of elections **at least 14 days before early voting begins.**"

For County or Incorporation Elections submit to:

Supervisor of Elections Office
2700 NW 87th Avenue, Miami

or **e-mail** to Vanessa Amil
Administrative Officer 3, Election Operations Division
at nessa@miamidade.gov

or Fax to 305-499-8401

**RECEIPT OF E-MAIL FAX TRANSMISSIONS MUST BE VERIFIED OR CONFIRMED
PRIOR TO DEADLINE.**

For Municipal Elections submit to the corresponding City Clerk.

Note: Submitting the list before the deadline will allow for substitutions if a poll watcher is not approved. **No list, changes or substitutions will be accepted after deadline (NO EXCEPTIONS).**

List Format:

Since all lists submitted need to be merged into one document, it is suggested that the list be submitted in **Microsoft Word** in **CD (compact disc) format and hard copy** using the sample form provided. The poll watcher list must be submitted in precinct (or early voting site) numerical order by candidate or political party. Rows may be added as needed.

If the candidate, party or committee anticipates participating in more than one election (for example, a run-off) for the office being sought, the poll watcher coordinator may use the same list for all elections. **Each election date (General or Run-off) for which poll watchers participation is requested must be specified on the form submitted in order to apply to specific elections.**

Assignment of Poll Watchers:

Florida Statute 101.131 (1)

"Each political party and each candidate may have one watcher in each polling room or early voting area at any one time during the election." Therefore, if two or more poll watchers are assigned to the same polling or early voting location by the same entity, their designated times must not overlap.

Please note: Same Board Precincts are two precincts with one Election Board at one polling location. In this case, only one poll watcher will be permitted where there are same board precincts. **Be sure to get a polling places list showing same board precincts before making your assignments.**

Poll Watcher Approval:

Florida Statute 101.131 (2)

"The poll watchers for each polling room shall be approved by the supervisor of elections on or before the Tuesday before the election. Poll watchers for early voting areas shall be approved by the supervisor of elections no later than 7 days before early voting begins."

Florida Statute 101.131 (3)

"No candidate or sheriff, deputy sheriff, police officer, or other law enforcement officer may be designated as a poll watcher."

The approved list will be provided to the precinct clerk prior to the election. Poll watchers must show precinct clerk a photo identification in order to be allowed in the polling room. Anyone not on the approved list will not be allowed entry into the polling room.

Guidelines for Poll Watchers:

All poll watchers must observe the ***Guidelines for Poll Watchers*** provided. The Precinct Clerk has the authority to remove from the premises any poll watcher who does not abide by these guidelines or in any other way interferes with the voting process.

Any questions regarding Poll Watcher designation and procedures should be directed to Vanessa Amil at 305-499-8571.

GUIDELINE FOR POLL WATCHERS

Poll Watchers shall:

- Upon their arrival at the precinct (or early voting site), give their name to the Precinct Clerk (or Early Voting Site Clerk) for verification on her list of approved Poll Watchers and show photo identification.
- Be allowed within the polling room (or early voting room) to watch and observe the conduct of the voters and the officials. The Clerk will direct poll watcher to a designated area away from the voting equipment and ballot (or registration) table. ***(They may not walk around the voting area).***
- Furnish their own materials and necessities. *(This may include chair and cellular phone if necessary.)* ***(They may not use the precinct (or early voting site) phone at any time).***
- Be allowed to inspect the precinct registers (or early voting voter certificates) only when the officials are not processing electors.
- Inform the Clerk if they wish to challenge a voter's right to vote. The Clerk will follow the procedures for a challenged voter.
- Inform the Clerk if they see or hear anything that does not comply with election laws. ***(They may only speak to the Clerk).*** If they are not satisfied with the explanation or action taken, they may call the Elections Department.
- **Not** volunteer to help electors who need assistance to vote. A poll watcher may only provide assistance to a voter if specifically requested by that voter and the proper Procedures for Providing Assistance must be followed.
- **Not** take radios, television sets or newspapers to the polls.
- **Not** wear or display any political party, candidate's name or other pertinent campaign materials.
- **Not** obstruct the orderly conduct of any election.
- **Not** come closer to the officials' table or the voting booths than is reasonably necessary to perform their functions.

Any member of the public (including candidates, political and government officials and representatives of the media) may witness the opening and closing procedures, but may not speak to, or interfere with the Election Board in any way.

POLL WATCHER DESIGNATION LIST FOR POLLING LOCATIONS	
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Please read and follow the ***Poll Watcher Designation Instructions*** before using this form.

Florida Statute 101.131 (2)

“Each party, each political committee, and each candidate requesting to have poll watchers shall designate, in writing, **prior to noon of the second Tuesday preceding the election** poll watchers for each polling room on election day.”

Election Date(s): _____

If the candidate expects he or she may be participating in more than one election (for example, a run-off) for the office being sought, the poll watcher coordinator may use the same list for all elections. **Each election date (General or Run-off) for which poll watchers participation is requested must be specified on the form submitted in order to apply to specific elections.**

[illegible]

* Subject to the Elections Department verification of qualifications.

POLL WATCHER DESIGNATION LIST FOR EARLY VOTING AREAS

Please read and follow the ***Poll Watcher Designation Instructions*** before using this form.

Florida Statute 101.131 (2)

“Designations of poll watcher for early voting areas shall be submitted in writing to the supervisor of elections **at least 14 days before early voting begins.**”

Election Date(s): _____

If the candidate expects he or she may be participating in more than one election (for example, a run-off) for the office being sought, the poll watcher coordinator may use the same list for all elections. **Each election date (General or Run-off) for which poll watchers participation is requested must be specified on the form submitted in order to apply to specific elections.**

[illegible]

* Subject to the Elections Department verification of qualifications. Revised: 3/29/06:ZR

Section 9

FORMS

MIAMI-DADE COUNTY SCHOOL BOARD

Following are a compilation of forms to be used by candidates and their campaign treasurers.

Additional copies may be obtained from the Department of State's website at:

<http://election.dos.state.fl.us>

All of the forms may be photocopied.

Opening of Account

1. **Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates – DS-DE 9.**
2. **Statement of Candidate – DS-DE 84 must be filed within 10 days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.**
3. **Declaration for Candidates Not Automatically Covered by Ordinance 98-94.**
4. **Receipt for Qualifying Handbook.**

Qualifying

1. **Loyalty Oath and Oath of Candidate - Form DS-DE 24B.**
2. **Loyalty Oath and Oath of Candidate for Write-in Candidates - Form DS-DE 24A if Qualifying by the Write-in Method and no qualifying fee required.**
3. **Financial Disclosure for 2005 - Form 6 along with any other forms if applicable, as identified on Form 6 – CE Form 6.**
4. **Qualifying fee, which is 4% of annual salary or \$1,467.76.**
5. **Petition signatures of 1% of the total registered electors if Qualifying by the Petition Method – Prior to June 19, 2006.**
6. **Undue Burden Form (see requirements for Petition Method of Qualifying).**

Campaign Reporting

1. **Campaign Treasurer's Report Summary – DS-DE 12.**
2. **Campaign Treasurer's Report – Itemized Contributions – DS-DE 13.**
3. **Campaign Treasurer's Report – Itemized Expenditures – DS-DE 14.**
4. **Campaign Treasurer's Report – Fund Transfers – DS-DE 94.**
5. **Waiver of Report – DS-DE 87.**
6. **Request for Return of Contribution – DS-DE 86.**
7. **Contributions Returned – DS-DE 2.**

Termination Reports

1. **Campaign Loans Report – DS-DE 73.**
2. **Campaign Loans Report Itemized – DS-DE 73A.**
3. **Office Account Report – DS-DE 48.**
4. **Office Account Disbursement or Deposit Information – DS-DE 48A**

**STATE OF FLORIDA
APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

CHECK APPROPRIATE BOX:

☐ Original Appointment ☐ Deputy Treasurer ☐ Reappointment of Treasurer ☐ Secondary Depository

Name of Candidate

1. Address (include post office box or street, city, state, zip code)

Telephone (optional)

()

2. Party (**Partisan candidates only**)

3. Office (add district, circuit, group number)

I have appointed the following person to act as my ☐ Campaign Treasurer ☐ Deputy Treasurer

4. Name of Treasurer or Deputy Treasurer

5. Mailing Address (If post office box or drawer add street address)

6. Telephone

7. City

8. County

9. State

10. Zip Code

I have designated the following named bank as my ☐ Primary Depository ☐ Secondary Depository

11. Name of Bank

12. Street Address

13. City

14. County

15. State

16. Zip Code

17. Signature of Candidate

X

Date

Campaign Treasurer's Acceptance of Appointment

I, _____, do hereby accept the appointment as
(Please Print or Type)

☐ Campaign Treasurer ☐ Deputy Treasurer for the campaign of _____,

who is seeking nomination or election as a _____ candidate to the office of
(Party)

_____. As a duly registered voter in _____

County, Florida, I am qualified to accept this appointment.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING CAMPAIGN TREASURER'S
ACCEPTANCE OF APPOINTMENT AND THAT THE FACTS STATED ARE TRUE.**

X

Date

Signature of Campaign Treasurer or Deputy Treasurer

STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please Type)

OFFICE USE ONLY

I, _____ ,

candidate for the office of _____ ;

have received, read and understand the requirements of Chapter 106,
Florida Statutes.

X

Signature of Candidate

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

**DECLARATION
FOR CANDIDATES NOT AUTOMATICALLY COVERED BY THE MIAMI-DADE
ETHICAL CAMPAIGN PRACTICES ORDINANCE**

The Ethical Campaign Practices Ordinance may apply to any candidate, and his or her campaign staff, for elective office with a constituency in whole or in part in Miami-Dade County who agrees to abide by the mandatory and/or voluntary fair campaign practices.

I, _____, a candidate for the office of _____, agree to abide by the mandatory fair campaign practices as provided in Section 2-11.1.1(C)(1) of the Code of Miami-Dade County and recognize as compulsory the jurisdiction of the Ethics Commission. I further agree that the Ethics Commission will have the authority to decide whether said candidate has violated the mandatory campaign practices and, if a violation is found, the Ethics Commission has the authority to impose the appropriate penalty, if any.

By signing this declaration, I acknowledge that I will follow the mandatory campaign practices and shall not:

- a) with actual malice make or cause to be made any untrue oral statement about another candidate or a member of his or her family or staff which exposes said person to hatred, contempt, or ridicule, or causes said person to be shunned or avoided, or injured in his or her business or occupation; or
- b) with actual malice publish or cause to be published by writing, printing, picture, effigy, sign or otherwise than by mere speech any untrue statement about another candidate or a member of his or her family or staff which exposes said person to be shunned or avoided, or injured in his or her business or occupation; or
- c) willfully injury, deface or damage or cause to be injured, defaced or damaged by any means any campaign poster, sign, leaflet, handbill, literature or other campaign material of another candidate; or
- d) knowingly obtain, or cause to be obtained campaign property of another candidate with the intent to, temporarily or permanently, deprive the candidate of a right to the property or a benefit therefrom; or
- e) knowingly file with the Ethics Commission a groundless or frivolous complaint against another candidate; or
- f) knowingly fail to remove a campaign sign within thirty (30) days of the last election in which the candidate was on the ballot; or
- g) knowingly erect or cause to be erected a campaign sign within the right-of-way limits of any County-maintained road in Miami-Dade County.

Once the declaration is signed it is deemed irrevocable for the duration of the campaign.

Signature

Date

In addition to abiding by the Mandatory Campaign Practices, I agree to follow the voluntary Statement of Fair Campaign Practices enumerated in Section 2-11.1(D):

1. I shall not make my race, religion, national origin, gender, physical disability or sexual orientation an issue in my campaign.
2. I shall not make my opponents' race, religion, national origin, gender, physical disability or sexual orientation an issue in my campaign.
3. I will condemn any appeal to prejudice based on race, creed, national origin, religion, gender, physical disability or sexual orientation.
4. I shall not without just cause attack or question my opponent's patriotism.
5. I shall not publish, display or circulate any anonymous campaign literature or political advertisement.
6. I shall not tolerate my supporters engaging in these activities which I condemn nor shall I accept their continued support if they engage in such activities. I will not permit any member of my campaign organization to engage in these activities and will immediately and publicly repudiate the support of any other individual or group, which resorts to the methods and tactics I condemn.
7. I shall run a positive campaign emphasizing my qualifications for office and positions on issues of public concern.
8. I will limit my attacks on an opponent to legitimate challenges to that person's record, qualifications, and positions.
9. I will neither use nor permit the use of malicious untruths or innuendoes about an opponent's personal life, nor will I make or condone unfounded accusations discrediting that person's credibility.
10. I will take personal responsibility for approving or disavowing the substance of attacks on my opponent that may come from third parties supporting my candidacy.
11. I will not use or permit the use of campaign material that falsifies, distorts, or misrepresents facts.

I, _____, a candidate for the office of _____, agree to abide by the Statement of Fair Campaign Practices mandatory fair campaign practices as provided in Section 2-11.1.1(C)(1) of the Code of Miami-Dade County and described on the previous page and recognize as compulsory the jurisdiction of the Ethics Commission. I further agree that the Ethics Commission will have the authority to decide whether said candidate has violated the Statement of Fair Statement Campaign Practices and, if a violation is found, the Ethics Commission has the authority to impose the appropriate penalty, if any.

Once the declaration is signed it is deemed irrevocable for the duration of the campaign.

Signature

Date

PLEASE FILE FORM(S) WITH THE MIAMI-DADE COMMISSION ON ETHICS AND PUBLIC TRUST AND THE MIAMI-DADE SUPERVISOR OF ELECTIONS.

Miami-Dade Commission on Ethics
19 West Flagler Street
Suite 220
Miami, FL 33130

Miami-Dade Supervisor of Elections
2700 N.W. 87th Avenue
Doral, Florida 33172

New P.O. Box #: P.O.Box 521550 Miami, Florida 33152-1550
--

For further information contact Miami Dade Elections Department, Public Services at 305-499-8400
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Miami-Dade Supervisor of Elections
2700 NW 87th Avenue
Doral, FL 33172 Phone: (305) 499-8400

RECEIPT

Candidate:

First Name

Middle Name

Last Name

Office: School Board District

This is to acknowledge my receipt of the following documents:

☒ **Qualifying Handbook for Candidates for Miami-Dade County
School Board**

Received by: _____
Candidate Signature

Date: _____

LOYALTY OATH

CANDIDATES WITH NO PARTY AFFILIATION

(Sections 876.05-876.10, Florida Statutes)

OFFICE USE ONLY

STATE OF FLORIDA

COUNTY

(PLEASE PRINT)

I,

--	--	--

First Name

Middle Name/Initial

Last Name

a citizen of the State of Florida and of the United States of America, . . . and a candidate for public office . . . do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

OATH OF CANDIDATE

(Section 99.021, Florida Statutes)

I,

(PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT --- NAME MAY NOT BE CHANGED AFTER THE END OF QUALIFYING)

am a candidate for the office of _____ , _____ , _____ ,
(office) (district) (circuit)
_____. I am a qualified elector of _____ County, Florida. I am qualified
(group)

under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected. I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING LOYALTY OATH AND OATH OF CANDIDATE AND THAT THE FACTS STATED IN EACH ARE TRUE.

SIGN HERE

X

Signature of Candidate

Mailing Address

Day Phone

Fax Number

City

State

Zip Code

Date Signed

LOYALTY OATH

WRITE-IN CANDIDATES

(Sections 876.05-876.10, Florida Statutes)

OFFICE USE ONLY

STATE OF FLORIDA

COUNTY

(PLEASE PRINT)

I,

--	--	--

First Name

Middle Name/Initial

Last Name

a citizen of the State of Florida and of the United States of America, . . . and a candidate for public office . . . do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

OATH OF CANDIDATE

(Section 99.021, Florida Statutes)

I,

(PLEASE PRINT NAME AS YOU WISH IT TO BE WRITTEN IN ON THE BALLOT --- NAME MAY NOT BE CHANGED AFTER THE END OF QUALIFYING)

am a candidate for the office of _____ , _____ , _____ ,
(office) (district) (circuit)

_____ . I am a qualified elector of _____ County, Florida. I am qualified
(group)

under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected. I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING LOYALTY OATH AND OATH OF CANDIDATE AND THAT THE FACTS STATED IN EACH ARE TRUE.

SIGN HERE



Signature of Candidate

Mailing Address

Day Phone

Fax Number

City

State

Zip Code

Date Signed

FORM 6 FULL AND PUBLIC DISCLOSURE OF

2005

Please print or type your name, mailing address, agency name, and position below :

FINANCIAL INTERESTS

LAST NAME — FIRST NAME — MIDDLE NAME:

MAILING ADDRESS:

CITY :

ZIP :

COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

FOR OFFICE
USE ONLY:

ID Code

ID No.

Conf. Code

P. Req. Code

CHECK IF THIS IS A FILING BY A CANDIDATE ☐

PART A -- NET WORTH

Please enter the value of your net worth as of December 31, 2005, or a more current date. [Note: Net worth is not calculated by subtracting your *reported* liabilities from your *reported* assets, so please see the instructions on page 3.]

My net worth as of _____, 20 ____ was \$ _____.

PART B -- ASSETS

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Household goods and personal effects may be reported in a lump sum if their aggregate value exceeds \$1,000. This category includes any of the following, if not held for investment purposes: jewelry; collections of stamps, guns, and numismatic items; art objects; household equipment and furnishings; clothing; other household items; and vehicles for personal use.

The aggregate value of my household goods and personal effects (described above) is \$ _____

ASSETS INDIVIDUALLY VALUED AT OVER \$1,000:

DESCRIPTION OF ASSET (specific description is required - see instructions p.4)

VALUE OF ASSET

PART C -- LIABILITIES

LIABILITIES IN EXCESS OF \$1,000:

NAME AND ADDRESS OF CREDITOR

AMOUNT OF LIABILITY

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

NAME AND ADDRESS OF CREDITOR

AMOUNT OF LIABILITY

PART D -- INCOME

You may ***EITHER*** (1) file a complete copy of your 2005 federal income tax return, including all attachments, ***OR*** (2) file a sworn statement identifying each separate source and amount of income which exceeds \$1,000, including secondary sources of income, by completing the remainder of Part D, below.



I elect to file a copy of my 2005 federal income tax return. [If you check this box and attach a copy of your 2005 tax return, you need not complete the remainder of Part D.]

PRIMARY SOURCES OF INCOME:

NAME OF SOURCE OF INCOME EXCEEDING \$1,000	ADDRESS OF SOURCE OF INCOME	AMOUNT

SECONDARY SOURCES OF INCOME [Major customers, clients, etc., of businesses owned by reporting person--see instructions]:

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART E -- INTERESTS IN SPECIFIED BUSINESSES

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2	BUSINESS ENTITY # 3
NAME OF BUSINESS ENTITY			
ADDRESS OF BUSINESS ENTITY			
PRINCIPAL BUSINESS ACTIVITY			
POSITION HELD WITH ENTITY			
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS			
NATURE OF MY OWNERSHIP INTEREST			

IF ANY OF PARTS A THROUGH E ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☐

OATH

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed on this form and any attachments hereto is true, accurate, and complete.

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of

_____, 20 ____ by _____.

(Signature of Notary Public--State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

SIGNATURE OF REPORTING OFFICIAL OR CANDIDATE _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

FILING INSTRUCTIONS for when and where to file this form are located at the top of page 3.
INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.
OTHER FORMS you may need to file are described on page 6.

INSTRUCTIONS FOR COMPLETING AND FILING FORM 6 FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS

WHAT TO FILE:

After completing the form, file only the first sheet (pages 1 and 2). **Facsimiles will not be accepted.** A candidate who has filed Form 6 for 2005 before qualifying may file a copy of that disclosure at the time of qualifying.

WHERE TO FILE:

Officeholders file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 3600 Maclay Blvd. South, Suite 201, Tallahassee, FL 32312. Candidates file with the officer before whom they qualify.

WHEN TO FILE:

Officeholders must file no later than July 1, 2006.

Candidates must file during the qualifying period.

WHO MUST FILE FORM 6:

- All persons holding the following elective positions, and candidates for such offices: Governor, Lieutenant Governor, Cabinet members, members of the Legislature, Circuit Court Judges, County Judges, State Attorneys, Public Defenders, Clerks of Circuit Courts, Sheriffs, Tax Collectors, Property Appraisers, Supervisors of Elections, County Commissioners, elected Superintendents of Schools, members of District School Boards, Mayor and members of the Jacksonville City Council.
- All persons holding the following appointive positions: Justices of the Supreme Court; Judges of the District Court of Appeals; Judges of Compensation Claims; the Duval County Superintendent of Schools; and members of the Florida Housing Finance Corporation Board, the Florida Prepaid College Board, and the Florida Commission on Tourism.

INSTRUCTIONS FOR COMPLETING FORM 6:

INTRODUCTORY INFORMATION (At Top of Form):

If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, then contact your agency's financial disclosure coordinator. Your coordinator is identified in the financial disclosure portal on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: This should be the name of the governmental unit which you serve or served, or for which you are a candidate. For example, "House of Representatives," "Leon County," or "First Judicial Circuit."

OFFICE OR POSITION HELD OR SOUGHT: List the title of the office or position you hold, are seeking, or held during 2004 (in some cases you may not hold that position now, but you still would be required to file to disclose your interests during the last year you held that position). For example, "Comptroller," "Member," "County Commissioner," "Circuit Judge." If you are a candidate for office, check the box below your name and address.

MAILING ADDRESS: If your home address appears on the form but you prefer another address be shown, change the address as described above. If you are an active or former officer or employee listed in Section 119.07(3)(i), F.S., whose home address is exempt from disclosure, the Commission is required to maintain the confidentiality of your home address if you submit a written request for confidentiality. Persons listed in Section 119.07(3)(i), F.S., are encouraged to provide an address other than their home address.

PART A — NET WORTH

[Required by Art. II, Sec. 8(a)(i)(1), Fla. Const.]

Report your net worth as of December 31, 2005, or a more current date, and list that date. This should be the same date used to value your assets and liabilities. In order to determine your net worth, you will need to total the value of all your assets and subtract the amount of all of your liabilities. Simply subtracting the liabilities reported in Part C from the assets reported in Part B will not result in an accurate net worth figure in most cases.

To total the value of your assets, add:

- (1) The aggregate value of household goods and personal effects, as reported;
- (2) The value of all assets worth over \$1,000, as reported; and
- (3) The total value of any assets worth less than \$1,000 that were not reported or included in the category of "household goods and personal effects."

To total the amount of your liabilities, add:

- (1) The total amount of each reported liability over \$1,000 (do not include any of the amounts listed in the "joint and several liabilities" portion of the form.); and
- (2) The total amount of unreported liabilities (including those under \$1,000, credit card and retail installment accounts, and taxes owed).

NOTE: In order to avoid a net worth figure that unrealistically portrays your liabilities, business-related loans that were taken into account when valuing your interest in the business as an asset in Part B should not be included again as liabilities, even though you may be personally liable for the loan.

Examples:

— You owe \$10,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with your spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other assets are worth \$20,000. Your net worth should be reported as \$25,000 [\$100,000 of assets (\$80,000 + \$20,000) minus \$75,000 of liabilities (\$10,000 + \$5,000 + \$60,000)].

— You and your 50% business partner have a business loan from a bank of \$100,000, for which you both are jointly and severally liable. The value of the business, taking into account the loan as a liability of the business, is \$50,000. Your other assets are worth \$30,000, and you owe \$5,000 on a credit card. Your total assets will be \$55,000 (half of a business worth \$50,000 plus \$30,000 of other assets). Your liabilities, for net worth purposes, will be only \$5,000, because the full amount of the business loan already was included in valuing the business. Therefore, your net worth is \$50,000.

— You and three others own investment property worth \$100,000 and are jointly and severally liable for the mortgage of \$80,000. Your other assets, including household goods and personal effects, amount to \$50,000, and you have no other debts. Your net worth is \$55,000 [\$75,000 of assets (1/4 of \$100,000 plus \$50,000) minus \$20,000 of liabilities (1/4 of \$80,000)].

(CONTINUED on page 4) 

PART B — ASSETS WORTH MORE THAN \$1,000

[Required by Art. II, Sec. 8(a)(i)(1), Fla. Const.; Sec. 112.3144, F.S.]

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

As noted on the form, the value of your household goods and personal effects may be aggregated and reported as a lump sum, if their aggregate value exceeds \$1,000. The types of assets that can be reported in this manner are described on the form.

ASSETS INDIVIDUALLY VALUED AT OVER \$1,000:

In this part, please provide a description of each asset of yours on the reporting date chosen for your net worth (Part A), that was worth more than \$1,000 and that is not included as household goods and personal effects, and list its value. Assets include: interests in real property (land and buildings), such as your home, vacant land, real property, etc.; tangible personal property not aggregated as household goods and personal effects, such as collections of art or other objects held for investment purposes, animals, musical instruments, etc.; and intangible personal property, such as money, stocks, bonds, certificates of deposit, interests in partnerships, beneficial interests in a trust, promissory notes owed to you, accounts receivable by you, IRA's, and bank accounts. You are not required to disclose assets owned solely by your spouse.

How to Identify or Describe the Asset:

- Real property (land and buildings): Identify by providing a description of the property and its location. Although a legal description of the property will do, such a lengthy description is not required. Using simpler descriptions, such as "duplex, 115 Terrace Avenue, Tallahassee" or "40 acres located at the intersection of Hwy. 60 and I-95, Lake County" is sufficient. In some cases, the property tax identification number of the property will help in identifying it: "120 acre ranch on Hwy. 902, Hendry County, Tax ID # 131-45863."
- Intangible property: Identify the type of property and the business entity or person to which or whom it relates. Do not list simply "stocks and bonds" or "bank accounts." For example, list "Stock (Williams Construction Co.)," "Bonds (Southern Water and Gas)," "Bank accounts (First National Bank)," "Smith family trust," "Promissory note and mortgage (owed by John and Jane Doe)."

How to Value Assets:

- Value each asset by its fair market value on the date used in Part A for your net worth.
- Jointly held assets: If you hold real or personal property jointly with another person, your interest equals your legal percentage of ownership in the property. If you and your spouse jointly own property, you should disclose 100% of its value.
- Partnerships: You are deemed to own an interest in a partnership which corresponds to your interest in the capital (equity) of that partnership.
- Trusts: You are deemed to own an interest in a trust which corresponds to your percentage interest in the trust corpus. If you are a beneficiary of a trust and your interest depends on the duration of an individual's life, the value of your interest should be determined by applying the appropriate actuarial table to the value of the property owned by the trust.
- Real property may be valued at its current assessed value for tax purposes, unless a more accurate appraisal of its fair market value is available.
- Marketable securities which are widely traded and whose prices are generally available should be valued based upon the closing price on the valuation date.
- Accounts, notes, and loans receivable: Value at fair market value, which generally is the amount you reasonably expect to collect.
- Closely-held businesses: Use any method of valuation which in your judgment most closely approximates fair market value, such as book value, reproduction value, liquidation value, capitalized earnings value, capitalized cash flow value, or value established by "buy-out" agreements. It is suggested that the method of valuation chosen be indicated in a footnote on the form.

— Life Insurance: Use cash surrender value less loans against the policy, plus accumulated dividends.

PART C— LIABILITIES

[Required by Art. II, Sec. 8(a)(i)(1), Fla. Const.; Sec. 112.312(14), F.S.]

LIABILITIES IN EXCESS OF \$1,000 :

In this part, list the name and address of each creditor to whom you were indebted on the reporting date chosen for your net worth (Part A) in an amount that exceeded \$1,000 and list the amount of the liability. Liabilities include: accounts payable; notes payable, whether secured by a lien or mortgage or unsecured; interest payable; real estate mortgages payable; debts or obligations to governmental entities other than taxes (except when the taxes have been reduced to a judgment); and judgments against you. You are not required to disclose liabilities owed solely by your spouse.

You do not have to list on the form any of the following: credit card and retail installment accounts, taxes owed (unless the taxes have been reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, contingent liabilities, and accrued income taxes on net unrealized appreciation (an accounting concept). A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where there is pending or threatened litigation, where you are liable only as a partner (without personal liability) for partnership debts, or where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" on a note payable and have signed as being jointly liable or jointly and severally liable, then this is not a contingent liability.

How to Determine the Amount of a Liability:

- Generally, the amount of the liability is the face amount of the debt.
- If you are the only person obligated to satisfy a liability, 100% of the liability should be listed.
- If you are jointly and severally liable with another person or entity, which often is the case where more than one person is liable on a promissory note, you should report here only the portion of the liability that corresponds to your percentage of liability. However, if you are jointly and severally liable with your spouse for a debt which relates to property owned by both of you as "tenants by the entirety" (usually the case), report in this part of the form 100% of the total amount owed.
- If you are only jointly liable with another person or entity, your share of the liability should be determined in the same way as you determined your share of jointly-held assets. Therefore, if a liability is a lien on an asset which is owned jointly, the same percentage responsibility for that liability should be used in calculating the amount of the liability as was used for calculating the value of the asset.

Examples:

- You owe \$10,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 with your spouse to a savings and loan for the mortgage on your home (owned by you and your spouse). You must report the name and address of the bank (\$10,000 being the amount of that liability) and the name and address of the savings and loan (\$60,000 being the amount of this liability). The credit card debts do not need to be reported.
- You and your 50% business partner have a business loan from a bank of \$100,000, for which you both are jointly and severally liable. Report the name and address of the bank and \$50,000 as the amount of the liability. If your liability for the loan is only as a partner, without personal liability, then the loan would be a contingent liability.

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

List in this part of the form the amount of each debt for which you were jointly and severally liable that is not reported in the "Liabilities in Excess of \$1,000" part of the form.

(CONTINUED on page 5) 

Example:

- You and your 50% business partner have a business loan from a bank of \$100,000, for which you both are jointly and severally liable. Report the name and address of the bank and \$50,000 as the amount of the liability, as you reported the other 50% of the debt earlier.

PART D — INCOME

[Required by Art. II, Sec. 8(a)(i)(1), Fla. Const.]

As noted on the form, you have the option of either filing a copy of your complete 2004 federal income tax return, including all schedules and attachments, with Form 6, or of completing Part D of the form. If you do not attach your tax return, you must complete Part D.

PRIMARY SOURCES OF INCOME:

List the name of each source of income that provided you with more than \$1,000 of income during 2004, the address of that source, and the amount of income received from that source. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property held by the entireties (such as interest or dividends from a bank account or stocks held by the entireties), you should include all of that income.

"Income" means the same as "gross income" for federal income tax purposes, including all income from whatever source derived, such as compensation for services, gross income from business, gains from property dealings, interest, rents, dividends, pensions, distributive share of partnership gross income, and alimony, but not child support. It includes items of income, regardless of whether they actually are taxable for federal income tax purposes, such as interest on municipal bonds. Where income is derived from a business activity (such as proprietorship, partnership, or property rentals), the amount of income stated on the form should reflect the net income to you from that business activity (as calculated for income tax purposes), rather than the amount of gross income. If the gross income from that business activity exceeded \$1,000, but the net did not, you should list the business activity as a source of income and indicate in the "amount" column that the net income did not exceed \$1,000.

Examples:

- If you owned stock in and were employed by a corporation and received more than \$1,000 of income (salary, commissions, dividends, interest from loans to the corporation, etc.) from the company, then you should list the name of the company, its address, and the total amount of income received from it.
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$1,000, then you should list the name of the firm, its address, and the amount of your net distributive share.
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$1,000, then you should list the name of the business, its address, and the amount of net income received from the business. If your net income from the business did not exceed \$1,000, you should list the name and address of the business and note in the "amount" column that net income was not more than \$1,000.
- If you received dividend or interest income from investments in stocks and bonds, you are required to list only each individual company from which you received more than \$1,000, rather than aggregating income from all of these investments.
- If more than \$1,000 of income was gain from the sale of property (not just the selling price), then you should list as a source of income the name of the purchaser, the purchaser's address, and the amount of gain from the sale. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed simply as "sale of (name of company) stock," for example.
- If more than \$1,000 of your income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and the amount of income from that institution.

SECONDARY SOURCES OF INCOME:

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. You will not have anything to report unless:

- (1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) during the disclosure period more than five percent (5%) of the total assets or capital stock of a business entity (a corporation, partnership, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and
- (2) You received more than \$1,000 in gross income from that business entity during the period.

If your ownership and gross income exceeded the two thresholds listed above, then for that business entity you must list every source of income to the business entity which exceeded ten percent (10%) of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, the source's principal business activity, and the name of the business entity in which you owned an interest. You do not have to list the amount of income the business derived from that major source of income.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$1,000 in gross income last year. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of your business, the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your gross partnership income exceeded \$1,000. You should list the name of the partnership, the name of each tenant of the mall that provided more than 10% of the partnership's gross income, the tenant's address and principal business activity.
- You own an orange grove and sell all your oranges to one marketing cooperative (for a gross income exceeding \$1,000). You should list the name under which you operate the grove, the name of the cooperative, its address, and its principal business activity if your income met the thresholds.

PART E — INTERESTS IN SPECIFIED BUSINESSES

[Required by Sec. 112.3145(5), Fla. Stat.]

The types of businesses covered in this section of the disclosure form are **only**: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies (including insurance agencies); mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies; entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

In this part of the form you are required to disclose the fact that you owned, during the disclosure period, an interest in, or held any of certain positions with, particular types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than five percent (5%) of the total assets or capital stock of one of the types of business entities granted a privilege to operate in Florida that are listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during 2004, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list (vertically for each business): the name of the business, its address and principal business activity, and the position held with the business (if any). Also, if you own(ed) more than a 5% interest in the business, as described above, you must indicate that fact and describe the nature of your interest.

(End of Instructions. See page 6 for more information.)

PENALTIES

A failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [Sec. 112.317, Florida Statutes]

Also, if the annual form is not filed by September 1st, a fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. [Sec. 112.3144, Florida Statutes - applicable to non-judicial officials]

OTHER FORMS YOU MAY NEED TO FILE IN ORDER TO COMPLY WITH THE ETHICS LAWS

In addition to filing Form 6, you **may** be required to file one or more of the special purpose forms listed below, depending on your particular position, business activities, or interests. As it is your duty to obtain and file any of the special purpose forms which may be applicable to you, you should carefully read the brief description of each form to determine whether it applies.

Judges (Supreme Court, District Courts of Appeal, Circuit Courts, and County Courts) are required to file Form 6 by the Code of Judicial Conduct, Canon 6, which requires other disclosures as well. The forms listed below are **not** applicable to Judges, **unless** specifically noted below or they hold another public position to which these forms would apply.

Form 6F — Final Full and Public Disclosure of

Financial Interests: Required of elected constitutional officers, Judges, and others who must file financial disclosure using Form 6; to be filed within 60 days after leaving office or employment. This form is used to report financial interests between January 1st of the last year of office or employment and the last day of office or employment. [Sec. 112.3144(5), Fla. Stat.]

Form 6X — Amended Full and Public Disclosure of Financial Interests:

To be used by elected constitutional officers and others who must file financial disclosure using Form 6 to correct mistakes on previously filed Form 6's. [Sec. 112.3144(6), Fla. Stat.]

Form 2 — Quarterly Client Disclosure: Required of elected constitutional officers, local officers, state officers, and specified state employees to disclose the names of clients represented for compensation by themselves or a partner or associate before agencies at the same level of government as they serve. The form should be filed by the end of the calendar quarter (March 31, June 30, Sept. 30, Dec. 31) following the calendar quarter in which a reportable representation was made. [Sec. 112.3145(4), Fla. Stat.]

Form 3A — Statement of Interest in Competitive

Bid for Public Business: Required of public officers and public employees prior to or at the time of submission of a bid for public business which otherwise would violate Sec. 112.313(3) or 112.313(7), Fla. Stat. [Sec. 112.313(12)(b), Fla. Stat.]

Form 4A — Disclosure of Business Transaction,

Relationship, or Interest: Required of public officers and employees to disclose certain business transactions, relationships, or interests which otherwise would violate Sec. 112.313(3) or 112.313(7), Fla. Stat. [Sec. 112.313(12) and (12)(e), Fla. Stat.]

Form 8A — Memorandum of Voting Conflict for

State Officers: Required to be filed by a state officer within 15 days after having voted on a measure which inured to his or her special private gain (or loss) or to the special gain (or loss) of a relative, business associate, or one by whom he or she is retained or employed. Each appointed state officer who seeks to influence the decision on such a measure prior to the meeting must file the form before undertaking that action. [Sec. 112.3143, Fla. Stat.]

Form 8B — Memorandum of Voting Conflict for County, Municipal, and Other Local Public

Officers: Required to be filed (within 15 days of abstention) by each local officer who must abstain from voting on a measure which would inure to his or her special private gain (or loss) or the special gain (or loss) of a relative, business associate, or one by whom he or she is retained or employed. Each appointed local official who seeks to influence the decision on such a measure prior to the meeting must file the form before undertaking that action. [Sec. 112.3143, Fla. Stat.]

Form 9 — Quarterly Gift Disclosure: Required of elected constitutional officers and others who must file financial disclosure using Form 6 (as well as persons who file disclosure using Form 1 and State procurement employees) to report gifts over \$100 in value. The form should be filed by the end of the calendar quarter (March 31, June 30, September 30, or December 31) following the calendar quarter in which the gift was received. [Sec. 112.3148, Fla. Stat.]

Form 10 — Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event Related Expenses:

Required of elected constitutional officers and others who must file financial disclosure using Form 6 (as well as persons who file disclosure using Form 1 and State procurement employees) to report gifts over \$100 in value received from certain agencies and direct support organizations; also to be utilized by these persons to report honorarium event-related expenses paid by certain persons and entities. The form should be filed by July 1 following the calendar year in which the gift or honorarium event-related expense was received. [Sec. 112.3148 and 112.3149, Fla. Stat.]

AVAILABILITY OF FORMS; FOR MORE INFORMATION

Copies of these forms are available from the Supervisor of Elections in your county; from the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; telephone (850) 488-7864 (Suncom 278-7864); and at the Commission's web site: www.ethics.state.fl.us.

Questions about any of these forms or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; telephone (850) 488-7864 (Suncom 278-7864).

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1)

Name _____

(2)

Address (number and street) _____

City, State, Zip Code _____

☐ CHECK IF ADDRESS HAS CHANGED

(3) ID Number: _____

(4) Check appropriate box(es):

☐ Candidate (office sought): _____

☐ Political Committee

☐ CHECK IF PC HAS DISBANDED

☐ Committee of Continuous Existence

☐ CHECK IF CCE HAS DISBANDED

☐ Party Executive Committee

☐ Electioneering Communication

☐ CHECK IF NO OTHER ELECTIONEERING
COMMUNICATION REPORTS WILL BE FILED

(5) REPORT IDENTIFIERS

Cover Period: From ____ / ____ / ____ To ____ / ____ / ____ Report Type _____

☐ Original ☐ Amendment ☐ Special Election Report ☐ Independent Expenditure Report

(6) CONTRIBUTIONS THIS REPORT

Cash & Checks \$ _____

Loans \$ _____

Total Monetary \$ _____

In-Kind \$ _____

(7) EXPENDITURES THIS REPORT

Monetary
Expenditures \$ _____

Transfers to Office
Account \$ _____

Total
Monetary \$ _____

(8) Other Distributions

\$ _____

(9) TOTAL Monetary Contributions To Date

\$ _____

(10) TOTAL Monetary Expenditures To Date

\$ _____

(11) CERTIFICATION

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete.

(Type name) _____

☐ Individual (only for
electioneering commun.) ☐ Treasurer ☐ Deputy Treasurer

X

Signature

I certify that I have examined this report and it is true, correct, and complete.

(Type name) _____

☐ Candidate ☐ Chairperson (only for PC, PTY &
electioneering commun. organization)

X

Signature

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT SUMMARY

(1)	Type full name of candidate, political committee, committee of continuous existence, party executive committee, or individual or organization filing an electioneering communication report.																		
(2)	Type the address (include city, state, and zip code). You may use a post office box. If the address has changed since the last report filed, check the appropriate box.																		
(3)	Type identification number assigned by the Division of Elections.																		
(4)	<p>Check one of the appropriate boxes:</p> <p style="margin-left: 20px;">Candidate (type office sought - include district, circuit, or group numbers)</p> <p style="margin-left: 20px;">Political Committee</p> <p style="margin-left: 20px;">Committee of Continuous Existence</p> <p style="margin-left: 20px;">Party Executive Committee</p> <p style="margin-left: 20px;">Electioneering Communication</p> <p>If PC or CCE has disbanded and will no longer file reports, check appropriate box.</p> <p>If individual or organization will no longer file electioneering communication reports, check appropriate box.</p>																		
(5)	<p>Type the cover period dates (e.g., From <u>07/01/03</u> To <u>09/30/03</u>)</p> <p>Enter the report type using one of the following abbreviations (see <i>Calendar of Election and Reporting Dates</i>). If report is for a special election, add "S" in front of the report code (e.g., SG3).</p>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">Quarterly Reports</th> <th style="width: 50%; text-align: center;">General Election Reports</th> </tr> <tr> <td>January Quarterly Q4</td> <td>46th Day Prior G1</td> </tr> <tr> <td>April Quarterly Q1</td> <td>32nd Day Prior G2</td> </tr> <tr> <td>July Quarterly Q2</td> <td>18th Day Prior G3</td> </tr> <tr> <td>October Quarterly Q3</td> <td>4th Day Prior G4</td> </tr> <tr> <th style="text-align: center;">Primary Reports</th> <th style="text-align: center;">90-Day Termination Reports (Candidates Only)</th> </tr> <tr> <td>32nd Day Prior F1</td> <td>Termination Report TR</td> </tr> <tr> <td>18th Day Prior F2</td> <td></td> </tr> <tr> <td>4th Day Prior F3</td> <td></td> </tr> </table>		Quarterly Reports	General Election Reports	January Quarterly Q4	46 th Day Prior G1	April Quarterly Q1	32 nd Day Prior G2	July Quarterly Q2	18 th Day Prior G3	October Quarterly Q3	4 th Day Prior G4	Primary Reports	90-Day Termination Reports (Candidates Only)	32 nd Day Prior F1	Termination Report TR	18 th Day Prior F2		4 th Day Prior F3	
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32 nd Day Prior F1	Termination Report TR																		
18 th Day Prior F2																			
4 th Day Prior F3																			
<p>Check one of the appropriate boxes:</p> <p style="margin-left: 20px;">Original (first report filed for this reporting period)</p> <p style="margin-left: 20px;">Amendment (an amendment to a previously filed report)</p> <p style="margin-left: 20px;">Special Election Report</p> <p style="margin-left: 20px;">Independent Expenditure Report (see Section 106.071, F.S.)</p>																			
(6)	<p>Type the amount of all contributions this report:</p> <p style="margin-left: 20px;">Cash & Checks</p> <p style="margin-left: 20px;">Loans</p> <p style="margin-left: 20px;">Total Monetary (sum of Cash & Checks and Loans)</p> <p style="margin-left: 20px;">In-kind (a fair market value must be placed on the contribution at the time it is given)</p>																		
(7)	<p>Type the amount of all expenditures this report:</p> <p style="margin-left: 20px;">Monetary Expenditures</p> <p style="margin-left: 20px;">Transfers to Office Account (elected candidates only)</p> <p style="margin-left: 20px;">Total Monetary (sum of Monetary Expenditures and Transfers to Office Account)</p>																		
(8)	Type the amount of other distributions (goods & services contributed to a candidate or other committee by a PC, CCE or PTY).																		
(9)	Type the amount of TOTAL monetary contributions to date (parties keep cumulative totals for 2 year periods at a time (e.g., 01/01/02 – 12/31/03). Candidates keep cumulative totals from the time the campaign depository is opened through the termination report).																		
(10)	Type the amount of TOTAL monetary expenditures to date (parties keep cumulative totals for 2 year periods at a time (e.g., 01/01/02 – 12/31/03). Candidates keep cumulative totals from the time the campaign depository is opened through the termination report).																		
(11)	<p>Type or print the required officer's name and have them sign the report:</p> <p style="margin-left: 20px;">Candidate report (treasurer & candidate must sign)</p> <p style="margin-left: 20px;">PC report (treasurer & chairperson must sign)</p> <p style="margin-left: 20px;">CCE report (treasurer must sign)</p> <p style="margin-left: 20px;">PTY report (treasurer & chairperson must sign)</p> <p style="margin-left: 20px;">Electioneering Communication report (individual or organization's treasurer & chairperson must sign)</p>																		
<p>AMENDMENT REPORTS: An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94. The Division will summarize all reports submitted for each reporting period and for the filer to date.</p>																			

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____ / ____ / ____ through ____ / ____ / ____ (4) Page ____ of ____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type Occupation		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
(6) Sequence Number		Type	Occupation	Type	Description		
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

- (1) Type candidate's full name or name of the political committee (PC), committee of continuous existence (CCE) or party executive committee (PTY).
- (2) Type the identification number assigned by the Division of Elections.
- (3) Type cover period dates (e.g., 7/1/03 through 9/30/03). (See *Calendar and Election Dates* for appropriate year and cover periods.)
- (4) Type page numbers (e.g., 1 of 3).
- (5) Type date contribution was RECEIVED (Month/Day/Year).

- (6) **Sequence Number** – Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the Division and for reporting amendments.

For example, a Q1 report having 75 contributions would use sequence numbers 1 through 75. The next report (Q2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended Q1 reports would begin with sequence number 76 and on amended Q2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.

- (7) Type full name and address of contributor (including city, state and zip code).
- (8) Enter the type of contributor using one of the following codes:

Individual = I
Business = B (also includes corporations, organizations, groups, etc.)
Committees = C (includes PC's, CCE's and federal committees)
Political Parties = P (includes federal, state ad county executive committees)
Other = O (e.g., candidate surplus funds to party, etc.)

Type occupation of contributor for **contributions over \$100 only**. (If a business, please indicate nature of business.)

- (9) Enter Contribution Type using one of the following codes:

NOTE: Cash includes cash and cashier's checks.

DESCRIPTION	CODE
Cash	CAS
Check	CHE
In-kind	INK
Interest	INT
Loan	LOA
Membership dues	DUE
Refund	REF

- (10) Type the description of any in-kind contribution received.
Candidate's Only – If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".
- (11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original Q1 report that had 75 contributions, means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original Q2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.

To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

- (12) Type amount of contribution received. **Committees of continuous existence ONLY:** Any contribution which represents the payment of dues by a member in a fixed amount pursuant to the schedule on file with the Division of Elections need only list the aggregate amount of such contribution, together with the number of members paying such dues and the amount of membership dues.

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name _____

(2) I.D. Number _____

(3) Cover Period ____/____/____ through ____/____/____

(4) Page _____ of _____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
(6) Sequence Number					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

- (1) Type candidate's full name or name of the political committee (PC), committee of continuous existence (CCE) or party executive committee (PTY).
- (2) Type identification number assigned by the Division of Elections.
- (3) Type cover period dates (07/01/03 through 09/30/03). (See *Calendar and Election Dates* for appropriate cover periods.)
- (4) Type page numbers (e.g., 1 of 3).
- (5) Type date of expenditure (Month/Day/Year).

- (6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the Division and for reporting requirements.

For example, a Q1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (Q2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended Q1 reports would begin with sequence number 41 and on amended Q2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

- (7) Type full name and address of entity receiving payment (including city, state and zip code).
- (8) Type purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). **PLEASE NOTE:** This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates), CCEs and party executive committees contributing to candidates must report office sought (Section 106.07, F.S.).
- (9) Enter Expenditure Type using one of the following codes:

DESCRIPTION	CODE
Disposition of Funds (Candidate)	DIS
Monetary	MON
Petty Cash Withdrawn	PCW
Petty Cash Spent	PCS
Transfer to Office Account	TOA
Refund	REF

- (10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original Q1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 77.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

- (11) Type amount of expenditure.

CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

(1) Name _____

(2) I.D. Number _____

(3) Cover Period ____/____/____ through ____/____/____

(4) Page _____ of _____

(5) Date	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
(6) Sequence Number					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

- (1) Type candidate's full name or name of the political committee (PC), committee of continuous existence (CCE) or party executive committee (PTY).
- (2) Type identification number assigned by the Division of Elections.
- (3) Type cover period dates (e.g., 7/1/03 through 9/30/03). (See *Calendar and Election Dates* for appropriate cover periods.)
- (4) Type page numbers (e.g., 1 of 3).
- (5) Type date of fund transfer (Month/Day/Year).

- (6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the Division and for reporting amendments.

For example, a Q1 report having 2 fund transfers would use sequence numbers 1 thru 2. The next report (Q2), comprised of 4 fund transfers would use sequence numbers 1 thru 4. Fund transfers on amended Q1 reports would begin with sequence number 3 and on amended Q2 reports would begin with sequence number 5. See the *Amendment Type* instructions below.

- (7) Type full name and address of financial institution (including city, state and zip code).
- (8) Enter Transfer Type using one of the following codes:

DESCRIPTION	CODE
Transfer FROM identified account to campaign account	F
Transfer TO identified account from the campaign account	T

- (9) Nature of Account (e.g., *certificate of deposit, money market, etc...*)
- (10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) fund transfer for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for fund transfers with amendment type "ADD" will start at one plus the number of fund transfers in the original report. For example, amending an original Q1 report that had 75 fund transfers, means the sequence number of the first fund transfer having amendment type "ADD" will be 76; the second "ADD" fund transfer would be 77, etc. When amending an original Q2 report that had 40 fund transfers, the sixth "ADD" fund transfer would have sequence number 46.

To correct a previously submitted fund transfer use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the fund transfer to be corrected. In combination with the report number being amended, this sequence number will identify the fund transfer to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

- (11) Type amount of fund transfer.

WAIVER OF REPORT

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Candidate's Name (Last, Suffix, First, Middle)
OR Political Committee, CCE or Party Name

Identification Number (Assigned by Division
of Elections)

Address (Number and Street)

Office Sought (Include District, Circuit or
Group Number)

City State Zip Code

☐ Candidate

☐ Committee of Continuous
Existence

☐ Check box if address has changed since last
report.

☐ Political Committee

☐ Party Executive Committee

☐ Check here if PC or CCE has DISBANDED
and will no longer file reports.

TYPE OF REPORT (Check Appropriate Box)

QUARTERLY REPORTS

☐ January

☐ April

☐ July

☐ October

PRIMARY ELECTION

☐ 32nd day prior

☐ 18th day prior

☐ 4th day prior

GENERAL ELECTION

☐ 46th day prior

☐ 32nd day prior

☐ 18th day prior

☐ 4th day prior

☐ **TERMINATION REPORT**

☐ **SPECIAL ELECTION**

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

X _____ through _____

Signature

Date

SIGNATURES REQUIRED FOR:

Candidates

Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Political Committees

Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Committees of Continuous Existence

Treasurer (s. 106.04(4)(c), F.S.)

Party Executive Committees

Treasurer or Chairman (s. 106.29(2), F.S.)

In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

REQUEST FOR RETURN OF CONTRIBUTION

(Section 106.021, F.S.)

(PLEASE TYPE)

I, _____,
hereby request that the pro rata share of my contribution to the
campaign of _____ as a
candidate for the office of _____
be returned to me pursuant to Section 106.021(1)(a), Florida Statutes.

X

Signature

Date

Street Address

City

State

Zip Code

CONTRIBUTIONS RETURNED**(Section 106.07(4)(b), F.S.)****(PLEASE TYPE)****OFFICE USE ONLY**

This report applies only to contributions received by any candidate or committee, but returned to the contributor before being deposited in the campaign account.

☐

Candidate

☐

Political Committee

☐

Committee of Continuous Existence

Full Name: _____

Full Address: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE._____
Type or Print Name of Candidate, Treasurer or Chairman**X** _____

Signature

CAMPAIGN LOANS REPORT

(Section 106.075, F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

This report applies to all candidates ELECTED to office who had loans exceeding \$500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election. All such loans must be reported to the filing officer within 10 days after the candidate's election to office.

Full Name of Newly Elected Official

Office

Mailing Address

City

State

Zip Code

I CERTIFY THAT I HAVE EXAMINED THIS REPORT
AND IT IS TRUE, CORRECT AND COMPLETE.

Type or Print Name of Newly Elected Official

X

Signature

CAMPAIGN LOANS REPORT ITEMIZED

Page _____ of _____

(PLEASE TYPE)

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION: _____

AMOUNT OF LOAN: _____

DATE RECEIVED: _____

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION: _____

AMOUNT OF LOAN: _____

DATE RECEIVED: _____

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION: _____

AMOUNT OF LOAN: _____

DATE RECEIVED: _____

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION: _____

AMOUNT OF LOAN: _____

DATE RECEIVED: _____

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION: _____

AMOUNT OF LOAN: _____

DATE RECEIVED: _____

FULL NAME AND ADDRESS OF LENDER:

OCCUPATION: _____

AMOUNT OF LOAN: _____

DATE RECEIVED: _____

OFFICE ACCOUNT REPORT

(Section 106.141, F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Name		Office to Which Elected	
Address	City	State	Zip Code
Name of Bank			
Address	City	State	Zip Code

This report contains _____ pages of Deposits and Disbursements, upon which I have written my initials covering the period of _____ through _____.

Balance on hand at beginning of reporting period \$ _____

Deposits during reporting period \$ _____

Disbursements during reporting period \$ _____

Balance on hand at end of reporting period \$ _____

I, _____, certify that this report is complete, true and correct.

X

Signature of Elected Official

OFFICE ACCOUNT DISBURSEMENT OR DEPOSIT INFORMATION

(PLEASE TYPE)

DATE	NAME AND ADDRESS	PURPOSE	AMOUNT	
			Disbursement	Deposit
ELECTED OFFICIAL'S INITIALS			TOTAL	TOTAL

Section 10

2006 Candidate and Campaign Treasurer Handbook

Included in Package or may be downloaded from :

<http://election.dos.state.fl.us/publications/pdf/2006TreasHandbook.pdf>

Section 11

Code of Miami-Dade County

Chapter 12 – Elections

Currently being Amended

Section 12

FLORIDA COMMISSION ON ETHICS
2006 GUIDE TO THE SUNSHINE AMENDMENT
and
CODE OF ETHICS for PUBLIC OFFICERS and EMPLOYEES

State of Florida
COMMISSION ON ETHICS

Thomas P. Scarritt, *Chair*
Tampa

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Naples

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Pensacola

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Jacksonville

Bonnie J. Williams
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

TABLE OF CONTENTS

I. HISTORY OF FLORIDA'S ETHICS LAWS	4
II. ROLE OF THE COMMISSION ON ETHICS	4
III. THE ETHICS LAWS	5
A. PROHIBITED ACTIONS OR CONDUCT	5
1. Solicitation or Acceptance of Gifts	5
2. Unauthorized Compensation	6
3. Misuse of Public Position	6
4. Disclosure or Use of Certain Information	6
5. Solicitation or Acceptance of Honoraria	6
B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS	7
1. Doing Business With One's Agency	7
2. Conflicting Employment or Contractual Relationship	7
3. Exemptions	7
4. Additional Exemption	8
5. Lobbying State Agencies by Legislators	8
6. Employees Holding Office	9
7. Professional & Occupational Licensing Board Members	9
8. Contractual Services: Prohibited Employment	9
9. Local Government Attorneys	9
C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES	9
D. POST OFFICEHOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS	10
1. Lobbying By Former Legislators, Statewide Elected Officers, and Appointed State Officers	10
2. Lobbying By Former State Employees	10
3. Additional Restrictions on Former State Employees	11
4. Lobbying By Former Local Government Officers and Employees	11
E. VOTING CONFLICTS OF INTEREST	11
F. DISCLOSURES	12
1. Form 1 - Limited Financial Disclosure	13
2. Form 1F - Final Form 1	15
3. Form 2 - Quarterly Client Disclosure	15
4. Form 6 - Full and Public Disclosure	16
5. Form 6F - Final Form 6	16
6. Form 9 - Quarterly Gift Disclosure	16
7. Form 10 - Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event-Related Expenses	17

8. Form 30 - Donor's Quarterly Gift Disclosure	18
9. Form 1X and 6X - Amendments	18
IV. AVAILABILITY OF FORMS	18
V. PENALTIES	19
A. For Violations of the Code of Ethics	19
B. For Violations by Candidates	19
C. For Violations by Former Officers and Employees.....	19
D. For Lobbyists and Others	19
E. Felony Convictions: Forfeiture of Retirement Benefits	20
F. Automatic Penalties for Failure to File Annual Disclosure	20
VI. ADVISORY OPINIONS	20
A. Who Can Request An Opinion	20
B. How To Request An Opinion	20
C. How to Obtain Published Opinions.....	20
VII. COMPLAINTS	21
A. Citizen Responsibility	21
B. Confidentiality	21
C. How the Complaint Process Works	21
D. Dismissal of Complaint at Any Stage of Disposition	22
E. Statute of Limitations.....	22
VIII. EXECUTIVE BRANCH LOBBYING	22
IX. WHISTLE-BLOWER'S ACT	23
X. ADDITIONAL INFORMATION.....	23
XI. ONLINE TRAINING	24

I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of her people to protect the public trust against abuse. Our state constitution was revised in 1968 to require that a code of ethics for all state employees and non-judicial officers prohibiting conflict between public duty and private interests be prescribed by law.

Florida's first successful constitutional initiative resulted in the adoption of the "Sunshine Amendment" in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The "Code of Ethics for Public Officers and Employees" adopted by the Legislature is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties which initially applied to violations of the Code were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;

- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees;
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure;
- May file suit to void contracts.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws are simplified to put people on notice of their requirements. Therefore, we also suggest that you review the wording of the actual law. Citations to the appropriate laws are contained in brackets. The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

A. PROHIBITED ACTIONS OR CONDUCT

1. *Solicitation and Acceptance of Gifts*

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

A person required to file financial disclosure FORM 1 or FORM 6 (see part III F of this brochure), as well as a procurement employee for the State, is prohibited from **soliciting** any gift from a political committee, committee of continuous existence, lobbyist who has lobbied his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist. [Section 112.3148, Fla. Stat.]

A person required to file FORM 1 or FORM 6, as well as a State procurement employee, is prohibited from directly or indirectly **accepting** a gift worth over \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or committee of continuous existence. [Section 112.3148, Fla. Stat.]

However, notwithstanding Section 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official, member, or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts valued at less than \$100 that were formerly permissible under Section 112.3148, Fla. Stat. [Sec. 112.3215, Fla. Stat., as amended by Ch. 2005-359, L.O.F.]

2. Unauthorized Compensation

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions to obtain a special privilege for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. Disclosure or Use of Certain Information

Public officers and employees, and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public positions for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

5. Solicitation or Acceptance of Honoraria

A person required to file financial disclosure FORM 1 or FORM 6 (see part III F of this brochure), as well as a procurement employee for the State, is prohibited from **soliciting** an honorarium which is related to his or her public office or duties. [Section 112.3149, Fla. Stat.]

A person required to file FORM 1 or FORM 6, as well as a State procurement employee, is prohibited from knowingly **accepting** an honorarium from a political committee, committee of continuous existence, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist. However, he or she may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See part III F of this brochure. [Section 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and committees of continuous existence, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to State procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Section 112.3149, Fla. Stat.]

However, notwithstanding Section 112.3149, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official, member, or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include honorarium event related expenses that were formerly permissible but disclosable under Section 112.3149, Fla. Stat. [Sec. 112.3215, Fla. Stat., as amended by Ch. 2005-359, L.O.F.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. Doing Business With One's Agency

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee, his or her spouse, or child own more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. Conflicting Employment or Contractual Relationship

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between private interests and public duties or which will impede the full and faithful discharge of public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) & (b), Fla. Stat.]

3. *Exemptions*—The prohibitions against doing business with one's agency and having conflicting employment may not apply:

(a) When the business is rotated among all qualified suppliers in a city or county.

(b) When the business is awarded by sealed, competitive bidding and the official, his or her spouse, or child have not attempted to persuade agency personnel to enter the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on

Commission FORM 3A with the Secretary of State or Supervisor of Elections, depending on whether the official serves at the state or local level.

(c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

(d) When an emergency purchase must be made to protect the public health, safety, or welfare.

(e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

(f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.

(g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

(h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

(i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction. [Sec. 112.313(12), Fla. Stat.]

4. Additional Exemption

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(14), Fla. Stat.]

5. Lobbying State Agencies By Legislators

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

6. Employees Holding Office

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

7. Professional and Occupational Licensing Board Members

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

8. Contractual Services: Prohibited Employment

A state employee of the executive or judicial branches who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

9. Local Government Attorneys

Local government attorneys and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Section 1012.23, Florida Statutes), community colleges, and state universities, or to appointments of boards in municipalities of less than 35,000, other than those with land-planning or zoning responsibilities. Also, the approval of budgets does not constitute "jurisdiction or control" for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. Additional Restrictions

A state employee of the executive or judicial branches or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, his or her spouse, and children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICEHOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.] This applies to appointed State officers who are appointed on or after Jan. 1, 1995.

2. Lobbying by Former State Employees

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the SENIOR MANAGEMENT SERVICE and SELECTED EXEMPT SERVICE, as well as any person employed by the DEPARTMENT OF THE LOTTERY having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director of the Legislative Committee on Intergovernmental Relations and the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was employed by the Legislature or other agency on July 1, 1989; who was a defined employee of the SUS or the PSC who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person receives for the prohibited conduct. [Sec. 112.313(9)(a)5., Fla. Stat.]

3. Additional Restrictions on Former State Employees

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch state employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec. 112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch state employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

4. Lobbying by Former Local Government Officers and Employees

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

NO STATE PUBLIC OFFICIAL is prohibited from voting in an official capacity on any matter. However, a STATE PUBLIC OFFICER who votes on a measure which inures to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any PRINCIPAL by whom he or she is retained, of the PARENT ORGANIZATION or SUBSIDIARY of a CORPORATE PRINCIPAL by which he or she is retained, of a

RELATIVE, or of a BUSINESS ASSOCIATE, must file a memorandum of voting conflict on Commission FORM 8A with the recording secretary within 15 days after the vote occurs, disclosing the nature of his or her interest in the matter.

NO COUNTY, MUNICIPAL, or other LOCAL PUBLIC OFFICER shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any PRINCIPAL by whom he or she is retained, of the PARENT ORGANIZATION or SUBSIDIARY of a CORPORATE PRINCIPAL by which he or she is retained, of a RELATIVE, or of a BUSINESS ASSOCIATE. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission FORM 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain.

NO APPOINTED STATE OR LOCAL OFFICER shall PARTICIPATE in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any PRINCIPAL by whom he or she is retained, of the PARENT ORGANIZATION or SUBSIDIARY of a CORPORATE PRINCIPAL by which he or she is retained, of a RELATIVE or of a BUSINESS ASSOCIATE, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission FORM 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions which affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. *FORM 1 - Limited Financial Disclosure*

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- (1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6;
- (2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members and Directors of the FL Black Business Investment Board, Enterprise Florida, and Workforce Florida;
- (3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, and the local Boards of Trustees and Presidents of state universities; and
- (4) All elected public officers (excluding congressional) not covered under “local officers” and any person appointed to fill a vacancy in such elective office.

LOCAL OFFICER includes:

- (1) Any person elected to office in any political subdivision and any person appointed to fill a vacancy for an unexpired term in such elective office;
- (2) An appointed member of certain boards of political subdivisions, including governing bodies, expressway and transportation authorities, community colleges, code enforcement boards, bodies with planning or zoning powers, and pension boards;
- (3) Any other appointed local government board member who has been required to file by the appointing authority;
- (4) A mayor and the chief administrative officer of a county, municipality, or other political subdivision;
- (5) Any person holding one or more of the following positions within a county or municipality: city or county attorney; chief building inspector; water resources coordinator; pollution control director; environmental control director; administrator with power to grant or deny a land development permit;

(6) A chief of police; fire chief; municipal clerk; district school superintendent; community college president; medical examiner; and a purchasing agent having the authority to make any purchase exceeding \$15,000 for any political subdivision of the state or any entity thereof.

SPECIFIED STATE EMPLOYEE includes:

(1) The Public Counsel created by Chapter 350; an assistant state attorney, an assistant public defender, a full-time state employee who serves as counsel or assistant counsel to any state agency; an administrative law judge; and a hearing officer;

(2) Any person employed in the offices of the Governor or member of the Cabinet who is exempt from the career service system, except those persons in clerical, secretarial, or similar positions;

(3) Each appointed secretary, assistant secretary, deputy secretary, executive director, assistant executive director, or deputy executive director of each state department, commission, board, or council; and the division director, assistant division director, deputy director, bureau chief, or assistant bureau chief of any state department or division, or persons having the power normally conferred upon such person by whatever title;

(4) A superintendent or institute director of a state mental health institute established for training and research in the mental health field or of any major state institution or facility for corrections, training, treatment, or rehabilitation;

(5) A business manager, purchasing agent having the power to make any purchase exceeding \$15,000; finance and accounting director, personnel officer, and grants coordinator for any state agency;

(6) Any person employed in the legislative branch of government, except persons employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house; and

(7) Each employee of the Ethics Commission.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 together with and at the same time they file their qualifying papers.

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

Each LOCAL OFFICER files FORM 1 with the Supervisor of Elections in the county in which he or she permanently resides.

A STATE OFFICER or SPECIFIED STATE EMPLOYEE files with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees as listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations DO NOT INCLUDE appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

LOCAL OFFICERS file with the Supervisor of Elections of the county in which they permanently reside.

STATE OFFICERS and SPECIFIED STATE EMPLOYEES file with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 are all elected constitutional officers and candidates for such office; the Mayor and members of the City Council and candidates for these offices in Jacksonville; the Duval County Superintendent of Schools; Judges of Compensation Claims; and members of the Florida Housing Finance Corporation Board, the Florida Commission on Tourism, and the Florida Prepaid College Board.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Incumbent officials must file FORM 6 annually by July 1 with the Commission on Ethics. CANDIDATES must file with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

FORM 6F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each State procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar

quarter in which he or she received a gift worth over \$100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, the Tri-County Commuter Rail Authority, and the Technological Research and Development Authority may give a gift worth over \$100 to a person required to file FORM 1 or FORM 6, and to State procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a State procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event. Honorarium related expenses from someone who does not employ a lobbyist do not have to be reported.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Section 112.3149, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official, member, or employee who files FORM 1 or FORM 6 shall

knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include honorarium event related expenses that were formerly permissible but disclosable under Section 112.3149, Fla. Stat. [Sec. 112.3215, Fla. Stat., as amended by Ch. 2005-359, L.O.F.]

8. *FORM 30 - Donor's Quarterly Gift Disclosure*

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth over \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a State procurement employee: a political committee or committee of continuous existence; a lobbyist who lobbies the reporting individual's or procurement employee's agency; and the partner, firm, employer, or principal of such a lobbyist. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or State procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. If the gift was to any other reporting individual or State procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official, member, or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that were formerly permissible but disclosable under Section 112.3148, Fla. Stat. [Sec. 112.3215, Fla. Stat., as amended by Ch. 2005-359, L.O.F.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees who want to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

LOCAL OFFICERS and EMPLOYEES who must file annually FORMS 1 or 10 will be sent these forms by mail from the Supervisor of Elections in the county in which they permanently reside not later than JUNE 1 of each year. Newly elected and appointed officials or employees should contact the board of their agency for copies of the forms, as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment.

ELECTED CONSTITUTIONAL OFFICERS, OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file annually FORMS 1, 6 or 10 will be sent these forms by mail from the Commission on Ethics by JUNE 1 of each

year. Newly elected and appointed officers and employees should contact the heads of their agencies or the Commission on Ethics for copies of the forms, as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment.

Any person needing one or more of the other forms described here may obtain them upon request from a Supervisor of Elections or from the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709. They are also available on the Commission's website: www.ethics.state.fl.us.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of those laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received. [Sec. 112.317, Fla. Stat.]

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to 2 years.

Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100 may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to 2 years.

Executive Branch lobbying firms who fail to timely file their quarterly compensation reports may be fined \$50.00 per day per principal for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses prior to their retirement. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names.

C. How to Obtain Published Opinions

Published opinions of the Commission on Ethics from 1974 through 1999 are available for purchase at prices below their actual cost. The opinions are printed in looseleaf volumes containing a subject-matter index and a citator to all Florida Statutes and State constitutional provisions construed or relied upon by the Commission. Every agency of government should have a set of opinions for ready reference when the need arises.

All of the Commission's opinions are available for viewing or download at its website: www.ethics.state.fl.us.

The Commission also publishes a Digest of its advisory opinions which is available to anyone upon request. The Digest is published quarterly and is sent free of charge. The order form at the end of this booklet may be used to request copies of the Commission's published opinions.

VII. COMPLAINTS

A. *A Citizen's Responsibility*

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission. Otherwise, the Commission is unable to take action, even after learning of such misdeeds through newspaper reports and phone calls.

Should you desire assistance in obtaining or completing a complaint form (FORM 50), you may receive either by contacting the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. *Confidentiality*

The complaint, as well as all proceedings and records relating to the complaint, are confidential until the accused requests that such records be made public or until the complaint reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint to members of the public or press, so long as the complaint remains in a confidential stage.

IN NO EVENT MAY A COMPLAINT BE FILED OR DISCLOSED WITH RESPECT TO A CANDIDATE FOR ELECTION WITHIN 5 DAYS PRECEDING THE ELECTION DATE.

C. *How the Complaint Process Works*

The Commission staff must forward a copy of the original sworn complaint to the accused within five days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five days of their receipt.

Once a complaint is filed, there are three procedural stages which it goes through under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient, that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

If the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission of whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of

proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid willingly.

D. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(10), Fla. Stat.]

E. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics have to be filed with the Commission within 5 years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed.

[Sec112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. [Sec. 112.3215, Fla. Stat., as amended by Ch. 2005-359, L.O.F.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities on the part of an agency contractor, or for participating in an investigation or hearing conducted by an agency. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act in behalf of a person who is being retaliated against. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in **The Florida Administrative Law Reports**, which publishes many of the Commission's final orders. The Commission's rules, orders, and opinions also are available electronically on the Internet at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, you may wish to contact an attorney who represents your agency or a private attorney for advice. The staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. ONLINE TRAINING

Through a project funded by the Florida Legislature, an online workshop, **Florida's Code of Ethics, Sunshine Law, and Public Records Acts**, is now available free of charge to all elected officials and to those appointed to hold elective office. Participants other than elected officials can take the course for \$15 per person. Bulk purchase arrangements, including state and local government purchase orders, are available. For more information, visit www.ethics.state.fl.us.